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ABSTRACT

This manual is a hands-on teaching tool for beginning users of the AppleWorks database software. It was developed to allow Apple IIGS users who are generally familiar with their machine and its peripherals to build a simple AppleWorks database file using version 2.0 or 2.1 of the program, and to store, print, and manipulate the file. The materials were designed to be used without outside aid. Eight chapters cover: (1) loading the AppleWorks program into the computer memory; (2) formatting the blank disk for use as a data storage device; (3) and (4) constructing and printing database files; (5) exercising database print options; (6) obtaining help with database files; (7) merging database and word processing files; and (8) converting spreadsheet files into database files. Examples of computer monitor screens are provided throughout the manual. (DB)

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Getting Started With AppleWorks Data Base

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GETTING STARTED WITH APPLEWORKS DATA BASE

First Edition

By

Richard M. Schlenker

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TABLE OF CONTENTS

CHAPTER	TOPIC	PAGE
Forward		2
Chapter One	Loading AppleWorks	3
Chapter Two	Disk Formatting	7
Chapter Three	Constructing Data Base Files	16
Chapter Four	Printing Data Base Files	26
Chapter Five	Exercising Data Base Print Options	42
Chapter Six	Obtaining Help With Data Base Files	85
Chapter Seven	Merging Data Base And Word Processing Files	117
Chapter Eight	Converting Spreadsheet Files Into Data Base Files	130

FORWARD

Getting Started In Appleworks Data Base is a hands-on teaching tool for beginning users of AppleWorks data base. Its development was accomplished using the Apple IIGS computer, one 3 1/2" and one 5 1/4" disk drives. The intent at the time of development was to produce a document which would allow Apple IIGS users, generally familiar their machine and its peripherals, to build a simple AppleWorks data base file using version 2.0 of 2.1 of the program, store, print and manipulate the file. In addition, it was envisioned that users would be able to accomplish the building, printing and storing tasks without having to resort to outside aid.

As you use these instructions, you'll see many computer monitor screen examples. The examples appear, generally, the way the screen should appear after completing an operation when that operation was accomplished using version 2.0 or 2.1. Other versions of the AppleWorks program (V1.2, 1.3, 3.0) may be used with this document but there may be some differences in the way the monitor screen appears when a task is completed. You'll also find that the instructions provided here may be used with computers having only one disk drive.

There is some redundancy of Figures and tasks between chapters. These duplications should allow you to complete a task without having to retrace your steps to earlier pages in the text.

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CHAPTER ONE

LOADING APPLEWORKS

INTRODUCTION

Chapter One takes users of this publication through the step-by-step process of loading the AppleWorks program into the computer memory. This process must be accomplished before data base computer files can be constructed, manipulated or printed.

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DIRECTIONS

01. Energize The Computer. Turn on the power switches external to the computer and the power switch on the back of the computer.

02. Energize The Computer Monitor. Place the monitor power switch in the on position. It is located on the right side of the monitor as you face the monitor front. The screen will tell you that you do not have a startup device inserted in the disk drive.

Apple IIgs

Copyright Apple Computer, Inc. 1977-1987

All Rights Reserved.

ROM Version 01

Figure 1-1. The Beginning Screen Picture.

03. Inserting The Disk. Place the AppleWorks program in Disk Drive #1, Slot #5. This is generally, the normal configuration and if you are using 3.5" and 5.25" inch disk drives together drive #1, slot #5 should be the 3.5" drive. If you are unsure of the configuration, place the program in one disk drive or the other. The computer will search both disk drives for a program.

04. Apple-Control-Reset Function.

    a. Identifying Keys. Identify the OPEN-APPLE, the CONTROL and the RESET keys. The OPEN-APPLE key has an outline of an apple on its face. The RESET key is located just above

the row of number keys at the top of the keyboard and has a triangle on its face.

b. Pressing and Holding Keys. Press and hold down the OPEN-APPLE and the CONTROL keys. While these keys are held down, press the RESET key, releasing it after about 5 seconds.

c. Releasing Keys. Release the OPEN-APPLE and the CONTROL keys. With this task completed, your screen should look like Figure 1-1. Then, it will automatically shift to look like Figure 1-2 and then shift looking like Figure 1-3.

```
APPLE //

PRODOS 1.1.1   18-SEP-84

COPYRIGHT APPLE COMPUTER, INC., 1983-84
```

Figure 1-2. The Second Picture On The Screen.

```
AppleWorks™
Integrated Software

By R.J. Lissner and Apple Computer, Inc.
Copyright Apple Computer 1983-86   V2.0   USA

Press Space Bar to continue                    637K Avail.
```

Figure 1-3. The Beginning Of AppleWorks.

05. Program Loading.

a. Space Bar. Press the space bar once to continue (see the bottom of the screen). The screen now appears like Figure 1-4.

```
File: None                          GETTING STARTED     Escape: Restore former entry
================================================================================

                    The date must be 1983 or later,
                    and in this form:  3/20/86




--------------------------------------------------------------------------------
Type today's date or press Return:  3/04/90                          637K Avail.
```

Figure 1-4. The Monitor Screen Before A New Date Is Entered.

b. Entering The Date. Enter today's date (see Figure 1-5).

```
File: None                          GETTING STARTED     Escape: Restore former entry
================================================================================

                    The date must be 1983 or later,
                    and in this form:  3/20/86




--------------------------------------------------------------------------------
Type today's date or press Return:  3/12/90                          637K Avail.
```

Figure 1-5. The Monitor Screen After Today's Date Has Been Entered.

c. Continuing. Press the RETURN key once. The monitor screen changes to appear like the example shown in Figure 1-6,

and, after a brief period changes again to appear like Figure 1-7.

Figure 1-6. The Monitor Screen While The Program Is Loading.

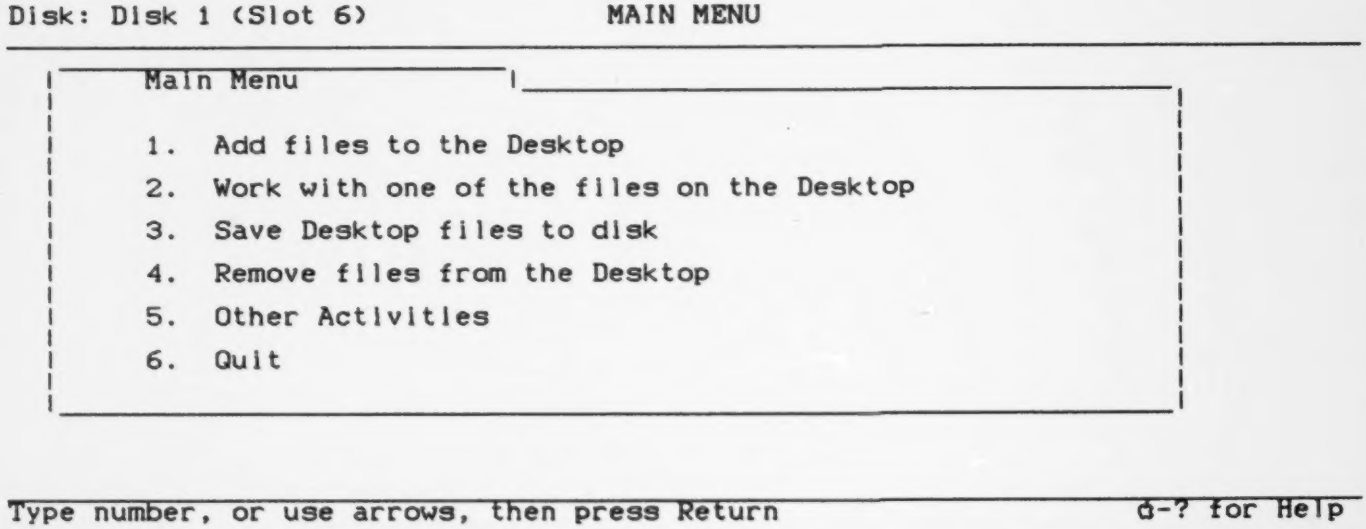
Disk: Disk 1 (Slot 6)
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
ó-? for Help

Figure 1-7. The Computer Screen After AppleWorks Has Been Loaded Into The Computer Memory.

CHAPTER TWO

DISK FORMATTING

INTRODUCTION

Formatting of blank disks for use as data storage devices is discussed in this chapter. The discussion revolves around the use of two disk drives, one setup as Disk 1 Slot (5) and the second as Disk 1 Slot (6). With computer systems using a single disk drive, the disk slot assignment is often Disk 1 Slot (5). If the computer monitor screen indicates a different slot assignment has been selected by the software, then a change must be made. That change can be made using the procedure described below even though the procedure was written for a two disk drive system.

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DIRECTIONS

01. Program Loading. With the AppleWorks program loaded into the computer memory, your screen should look like Figure 2-1. In the upper left corner of the screen, you should find Disk 1 (slot 6).

```
Disk: Disk 1 (Slot 5)                    MAIN MENU

 Main Menu
 1. Add files to the Desktop
 2. Work with one of the files on the Desktop
 3. Save Desktop files to disk
 4. Remove files from the Desktop
 5. Other Activities
 6. Quit

Type number, or use arrows, then press Return                  ó-? for Help
```

Figure 2-1. The Computer Screen With Disk 1 Slot (5) Selected.

If this is the case, proceed to step 02. If you see Disk 2 (slot 6), Disk 1 (slot 5), Disk 2 (slot 5) or some other wording in the upper left hand corner, skip steps 02 and 03, proceeding directly to step number 04.

02. Selecting Other Activities. Select option #5, "Other Activities" from the "Main Menu." This is accomplished as follows:

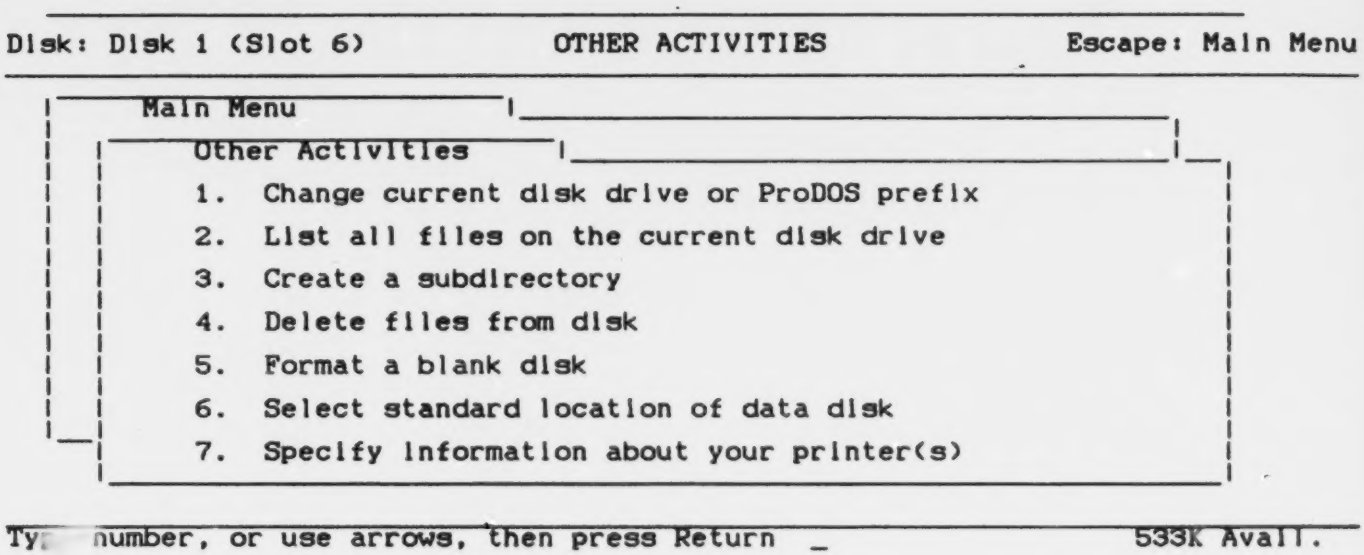
Disk: Disk 1 (Slot 6)
OTHER ACTIVITIES
Escape: Main Menu
Main Menu
Other Activities
1. Change current disk drive or ProDOS prefix
2. List all files on the current disk drive
3. Create a subdirectory
4. Delete files from disk
5. Format a blank disk
6. Select standard location of data disk
7. Specify information about your printer(s)
Ty number, or use arrows, then press Return
533K Avail.

Figure 2-2. The Screen After Selecting, the "Other Activities" Option From The "Main Menu."

a. Press the NUMBER-5 key once or the DOWN-ARROW key several times to highlight the option.

b. Press the RETURN key once. Your monitor screen should look like the picture shown in Figure 2-2 following this action.

03. Jumping To Step 08. If you have successfully reached this point, jump to step 08.

04. Wrong Disk or Slot Selected. If the screen looks like the picture shown in Figure 2-3 (note the Disk 2 Slot (5) in the upper left corner of the Figure), select option #1, "Add files to the Desktop," from the "Main Menu." To do this:

a. Press the RETURN key once. The monitor screen picture should shift to look like the picture shown in Figure 2-4.

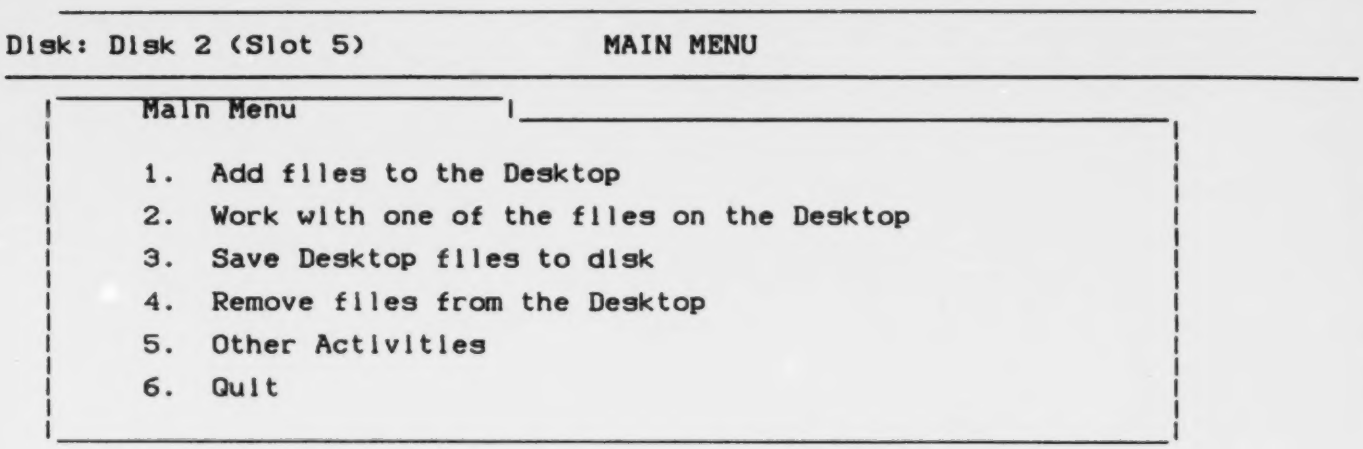
Disk: Disk 2 (Slot 5)
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
ó-? for Help

Figure 2-3. Computer Screen With Disk 2 Slot (5) Selected.

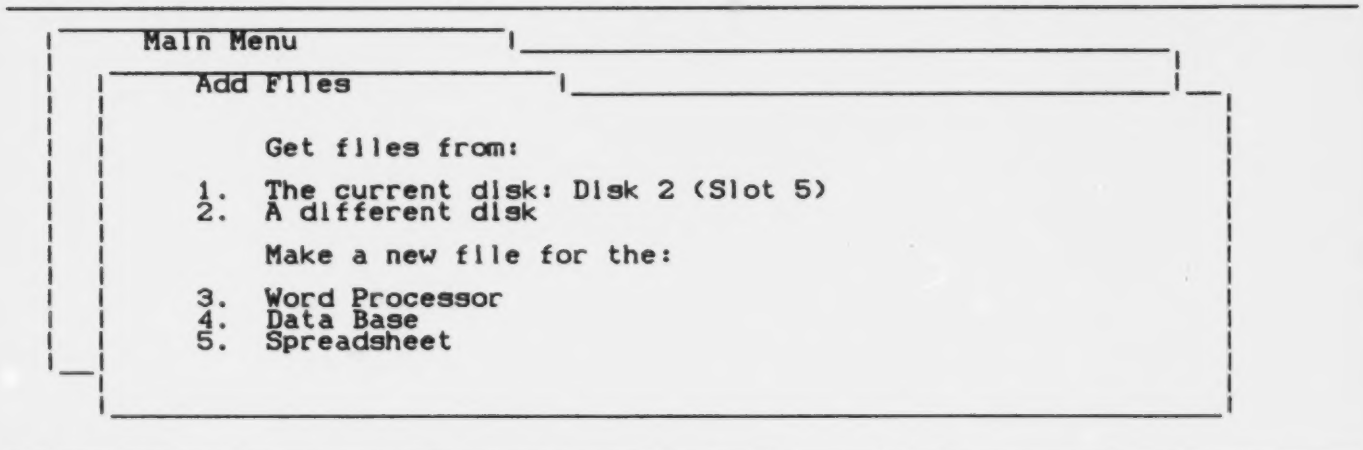

Figure 2-4. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

05. Selecting A Different Disk. Select option #2, "A different disk" from the "Add Files" menu. To do this:

a. Press the DOWN-ARROW key once.

b. Press the RETURN key once. The monitor screen should now look like the picture in Figure 2-5.

06. Selecting Disk 1 Slot (6). Select the proper option. To do this:

a. Press the DOWN-ARROW to highlight the Disk 1 Slot (6) option.

b. Press the RETURN key once. The monitor screen should have changed so that it appears as it did in Figure 2-4 except that the upper left corner of the screen now reads Disk 1 Slot (6).

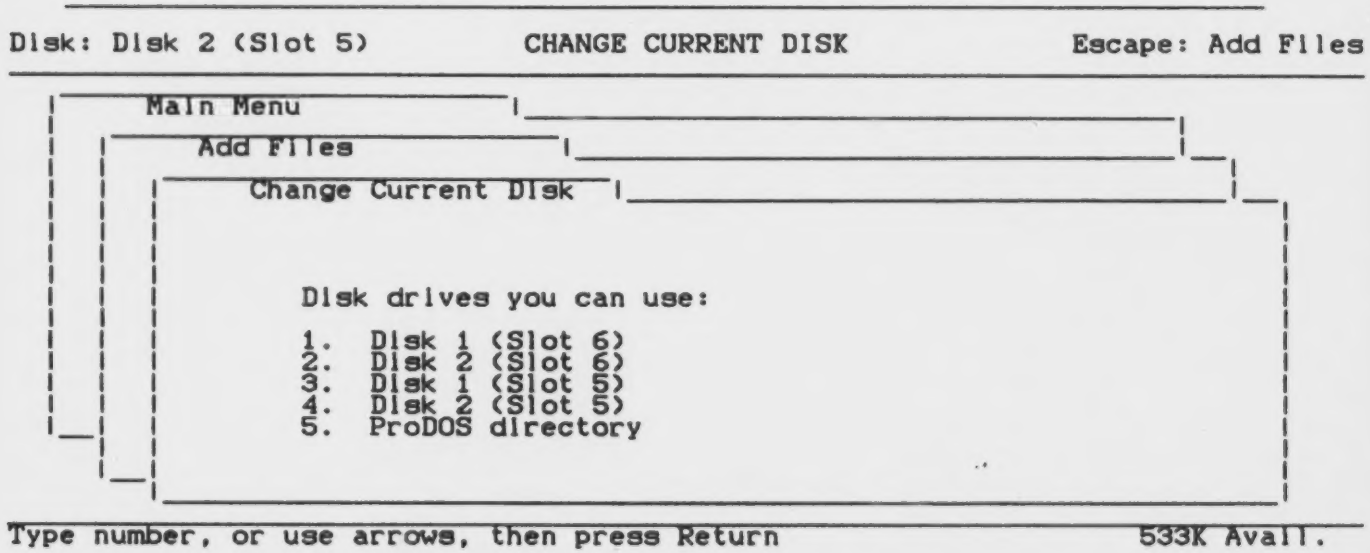
Disk: Disk 2 (Slot 5)
CHANGE CURRENT DISK
Escape: Add Files
Main Menu
Add Files
Change Current Disk
Disk drives you can use:
1. Disk 1 (Slot 6)
2. Disk 2 (Slot 6)
3. Disk 1 (Slot 5)
4. Disk 2 (Slot 5)
5. ProDOS directory
Type number, or use arrows, then press Return
533K Avail.

Figure 2-5. The Monitor Screen After Selecting The "A different disk" Option.

07. Return To Step 02. Now, complete step 02. To do this:

a. Press the ESC key once. Your monitor screen changes to appear like the example monitor screen shown in Figure 2-1.

b. Select the "Other Activities" option using the procedure described above and then proceed to step 08

08. Disk Formatting. With the screen appearing as it does in Figure 2-2 select option #5 as follows:

a. Press the DOWN-ARROW until the "Format a blank disk" option is highlighted.

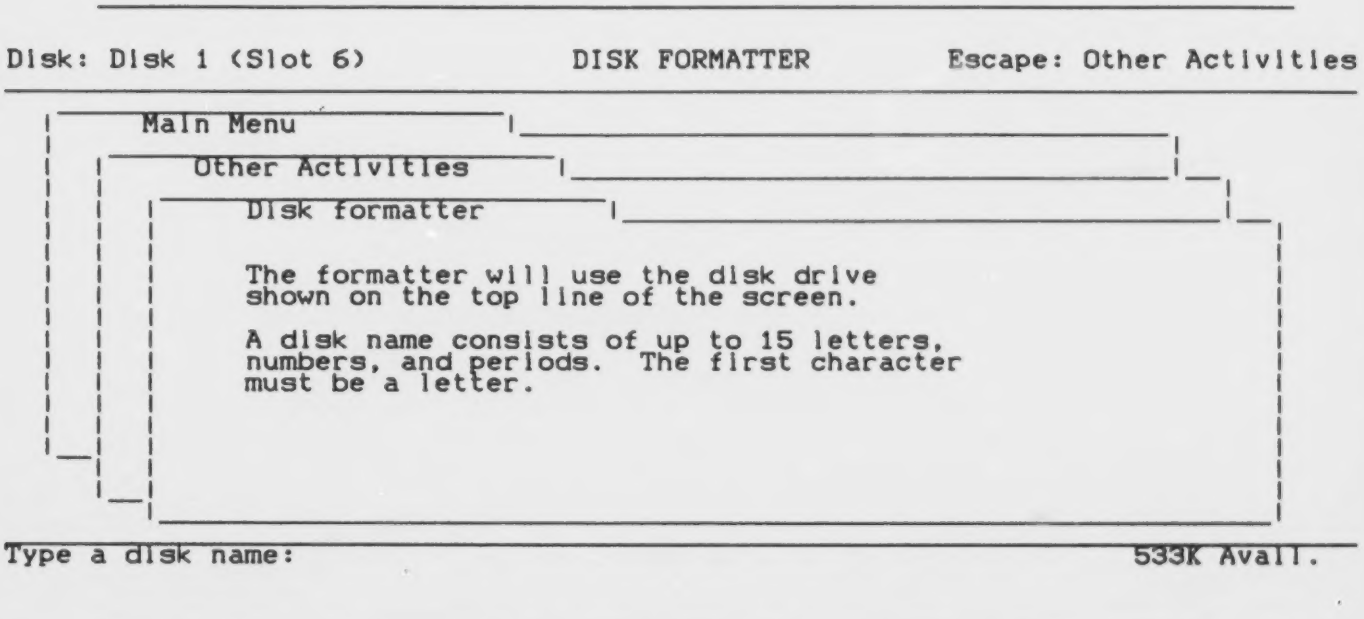
Disk: Disk 1 (Slot 6)
DISK FORMATTER
Escape: Other Activities
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive shown on the top line of the screen.
A disk name consists of up to 15 letters, numbers, and periods. The first character must be a letter.
Type a disk name:
533K Avail.

Figure 2-6. The Screen After Selecting the "Format a blank disk" Option From The "Other Activities" Menu.

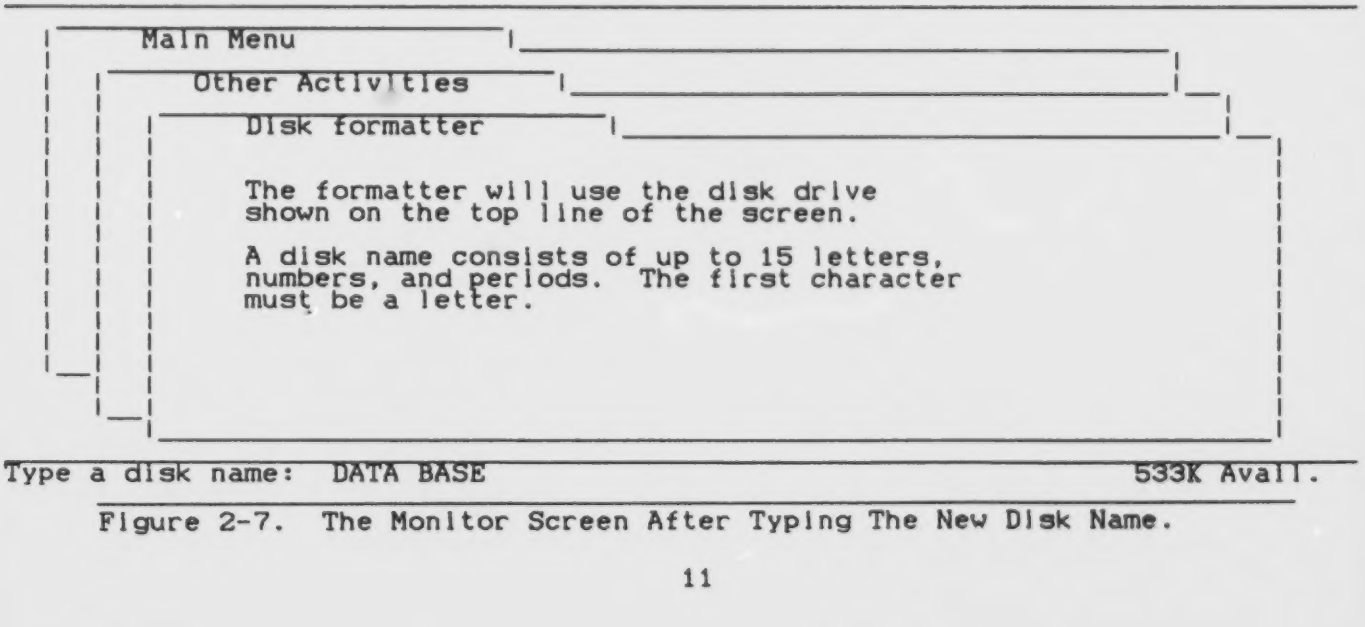
Disk: Disk 1 (Slot 6)
DISK FORMATTER
Escape: Erase entry
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive shown on the top line of the screen.
A disk name consists of up to 15 letters, numbers, and periods. The first character must be a letter.
Type a disk name: DATA BASE
533K Avail.

Figure 2-7. The Monitor Screen After Typing The New Disk Name.

b. Press the RETURN key once. The picture on the monitor screen changes to look like the one shown below in Figure 2-6.

09. Naming The New Volume. Directions in the center of the screen tell you to name the new disk.

a. Type the word "TRAINING" and examine Figure 2-7.

b. Press the RETURN key once. The screen is now be identical to the picture shown in Figure 2-8.

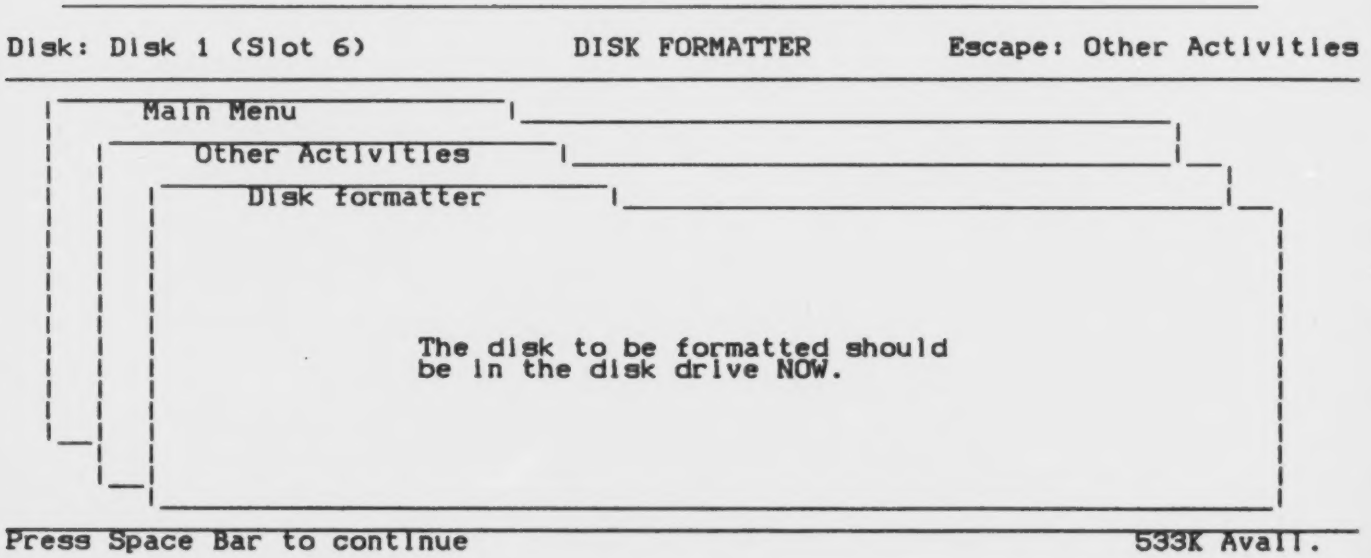

Figure 2-8. The Monitor Screen After Typing The Name Of The New Disk.

10. Using Drive 1 Slot (6). Insert the disk to be formatted in Drive (1) slot (6).

11. Formatting. Press the SPACE-BAR and watch the screen. When the formatting task is complete, the monitor screen will appear like the example shown in Figure 2-9.

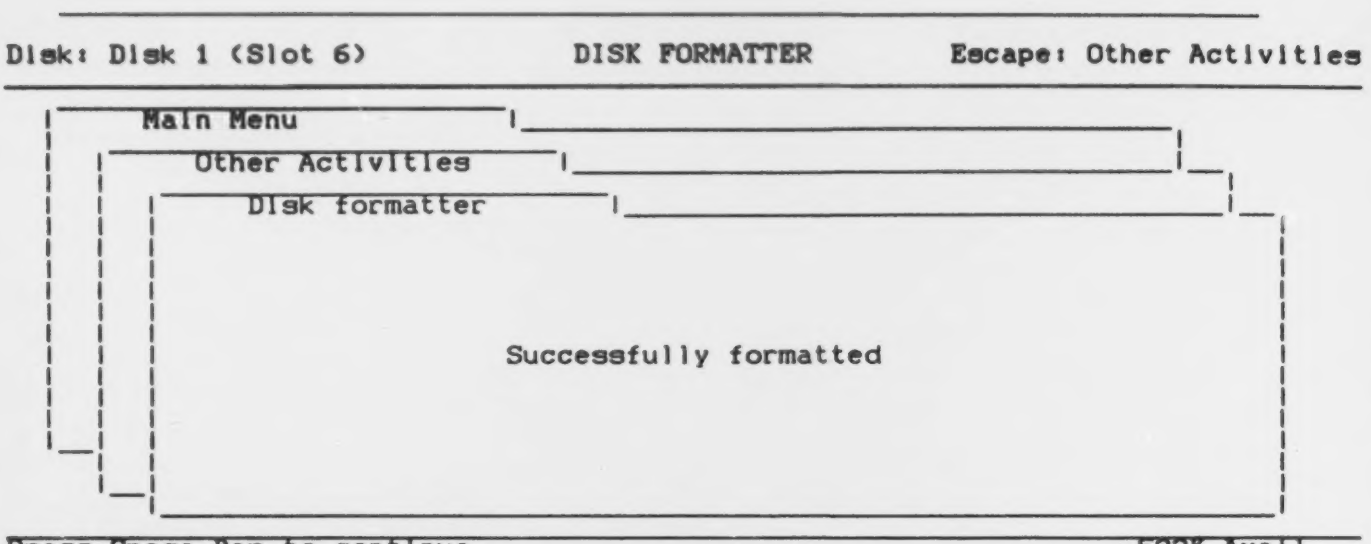

Figure 2-9. Monitor Screen After The Formatting Is Complete.

12. Using Screen Directions. Press the SPACE-BAR once. The screen now looks like the example in Figure 2-10.

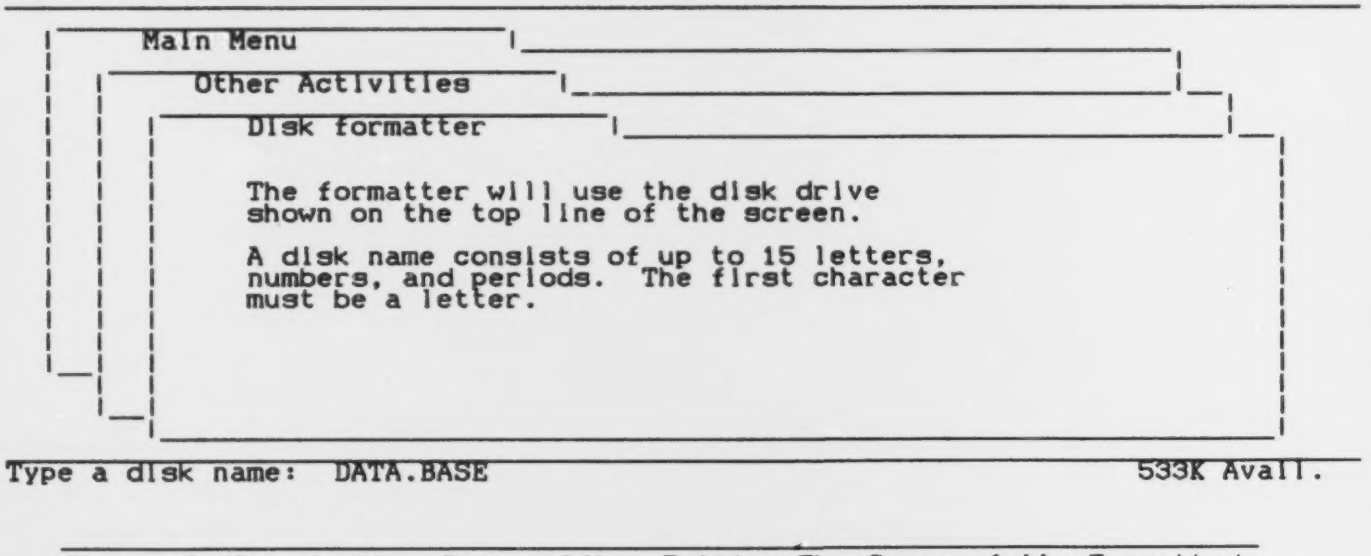
Disk: Disk 1 (Slot 6)
DISK FORMATTER
Escape: Other Activities
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive shown on the top line of the screen.
A disk name consists of up to 15 letters, numbers, and periods. The first character must be a letter.
Type a disk name: DATA.BASE
533K Avail.

Figure 2-10. Monitor Screen After Exiting The Successfully Formatted Mode.

13. Exiting The Format Option. Press the ESCAPE key once. This action moves the program back to the "Other Activities," menu (see Figure 2-11).

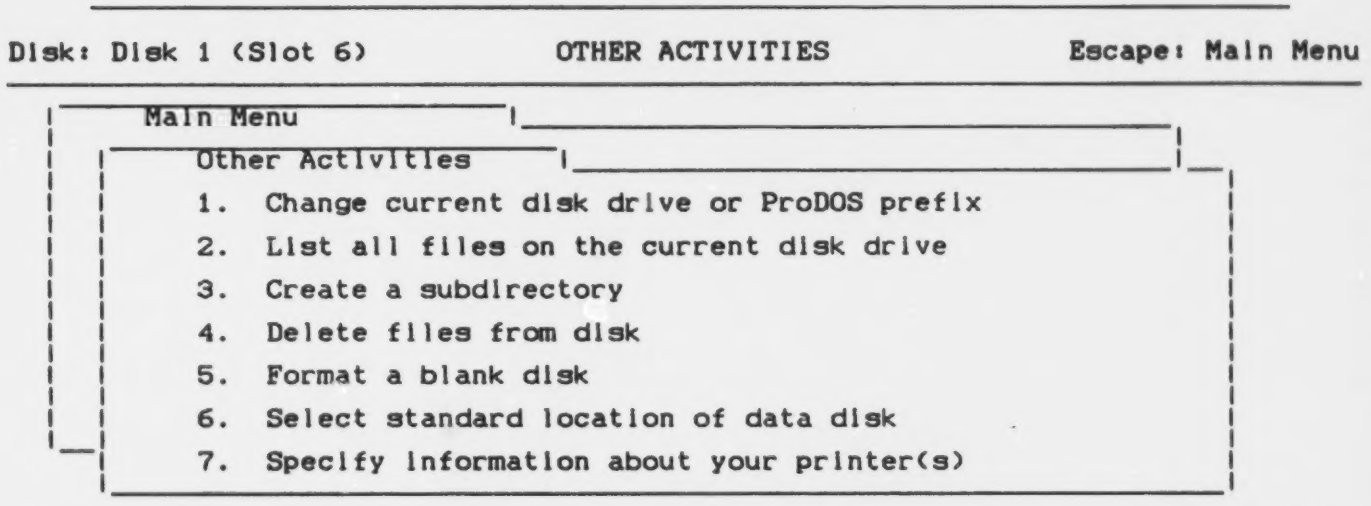
Disk: Disk 1 (Slot 6)
OTHER ACTIVITIES
Escape: Main Menu
Main Menu
Other Activities
1. Change current disk drive or ProDOS prefix
2. List all files on the current disk drive
3. Create a subdirectory
4. Delete files from disk
5. Format a blank disk
6. Select standard location of data disk
7. Specify information about your printer(s)
Type number, or use arrows, then press Return
532K Avail.

Figure 2-11. "Other Activities" Menu.

14. Escaping The Other Activities Option. Press the ESCAPE key to return to the "Main Menu" (see Figure 2-12).

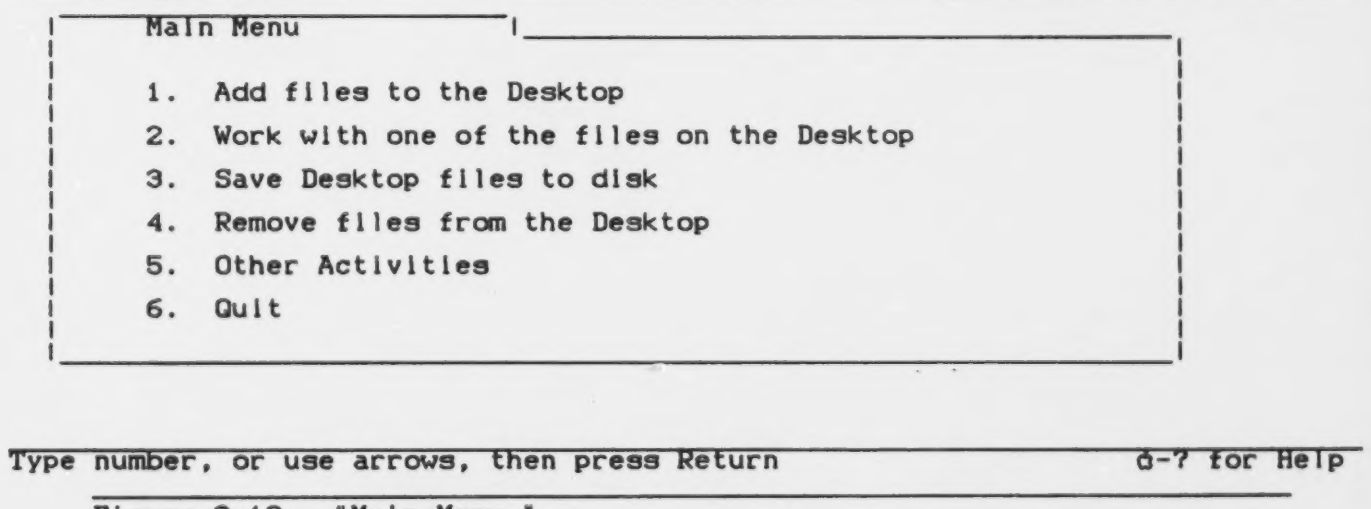
Disk: Disk 1 (Slot 6)
MAIN MENU
Escape: "DATA.BASE"
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
ó-? for Help

Figure 2-12. "Main Menu."

15. Information Storage. The disk can now be used for data storage.

CHAPTER THREE

CONSTRUCTING DATA BASE FILES

INTRODUCTION

Constructing Data Base Files provides a step-by-step description of the process required to construct a new data base file from scratch. In Chapter Eight you'll learn how to construct data base files from spreadsheet files.

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DIRECTIONS

01. Program Loading.

a. Place the AppleWorks program in disk drive #1, slot #5 and load the program into the computer. With this task completed, your screen should look like Figure 3-1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find Disk 1 (slot 6).

b. If this is the case, proceed to step 02.

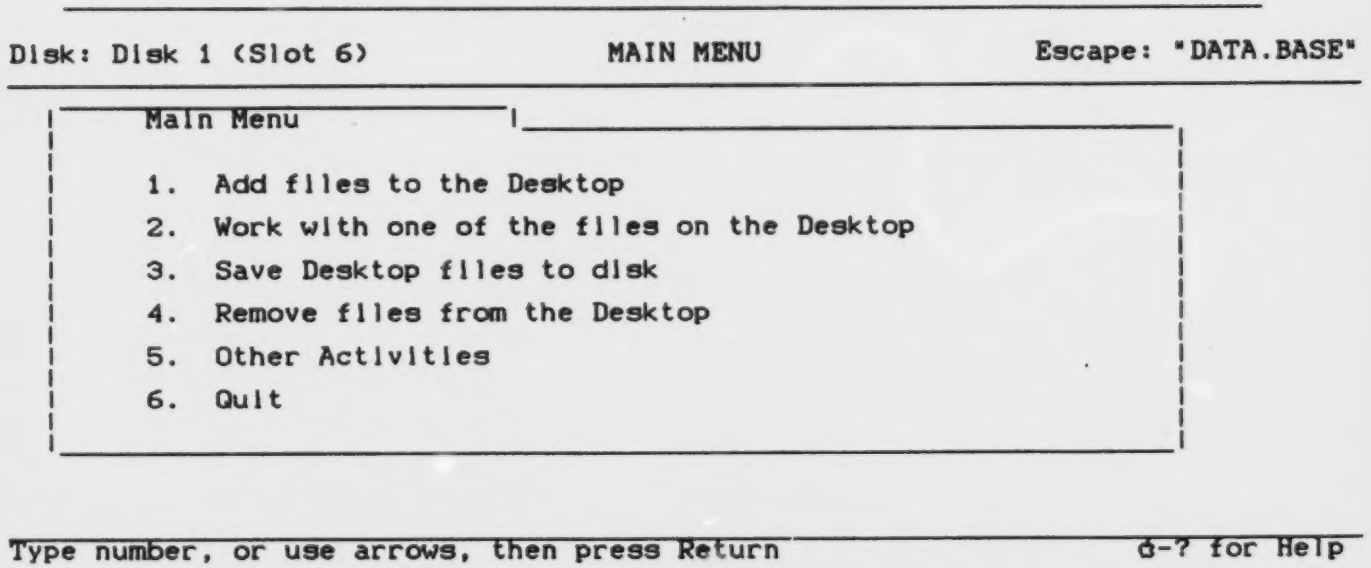

Disk: Disk 1 (Slot 6)
MAIN MENU
Escape: "DATA.BASE"
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
ó-? for Help

Figure 3-1. The Computer Monitor Screen Showing The Main Menu With Disk 1 (Slot 6) Selected.

c. If you see Disk 2 (slot 6), Disk 1 (slot 5), or Disk 2 (slot 5) in the upper left hand corner, return to the beginning of Chapter Two and follow the directions for shifting to a different disk. They start with step 1 of Chapter Two.

02. Selecting The Add Files Menu. Select option #1, "Add files to the Desktop," from the "Main Menu." This is accomplished by:

a: Insuring the "Add files to the Desktop" is highlighted, and;

b. Pressing the RETURN key once. The monitor screen will shift so that it appears like the picture shown in Figure 3-2.

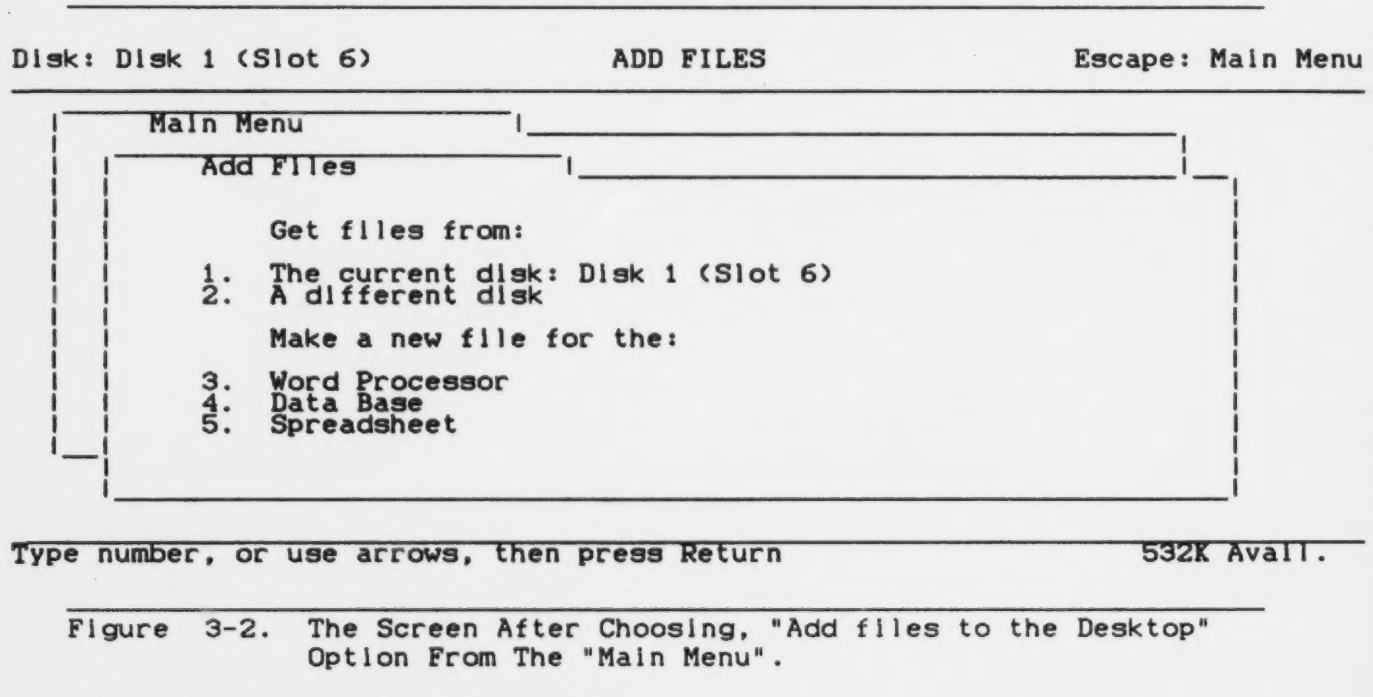


Figure 3-2. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

03. Selecting the Data Base Option.

a. Press the numeral "4" key once.

b. Press the RETURN key once. The combined actions of procedures "a" and "b" will bring you to the "Data Base" menu and the screen will appear as does the picture in Figure 3-3.

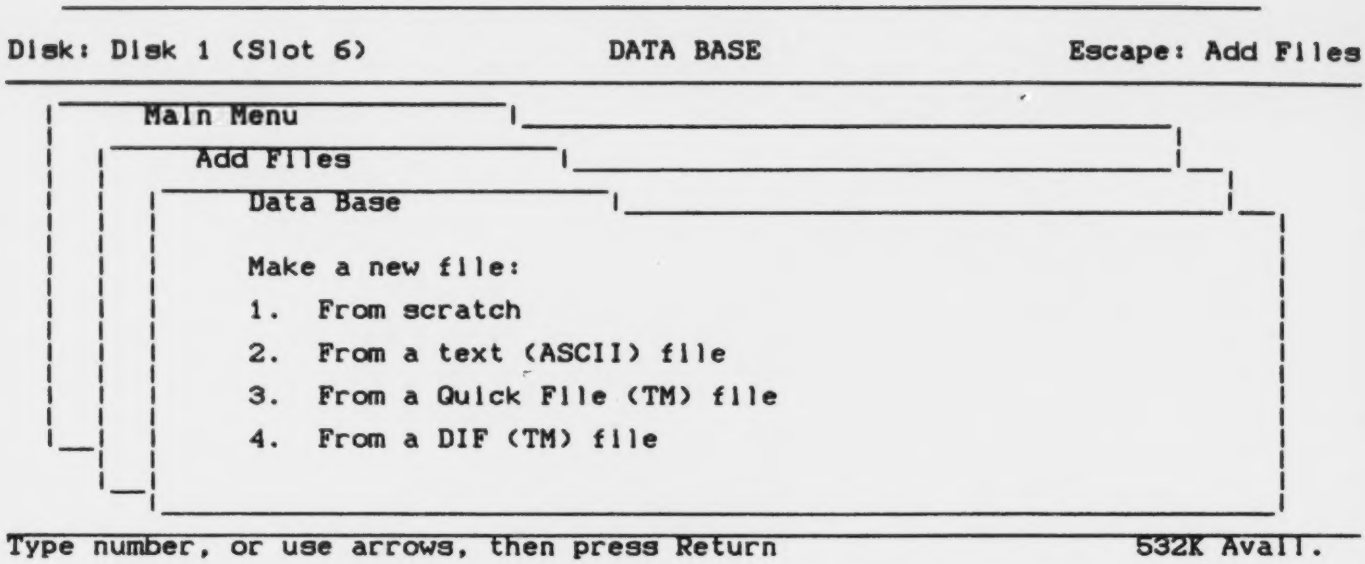

Disk: Disk 1 (Slot 6)
DATA BASE
Escape: Add Files
Main Menu
Add Files
Data Base
Make a new file:
1. From scratch
2. From a text (ASCII) file
3. From a Quick File (TM) file
4. From a DIF (TM) file
Type number, or use arrows, then press Return
532K Avail.

Figure 3-3. The "Data Base" Menu.

04. Naming The File.

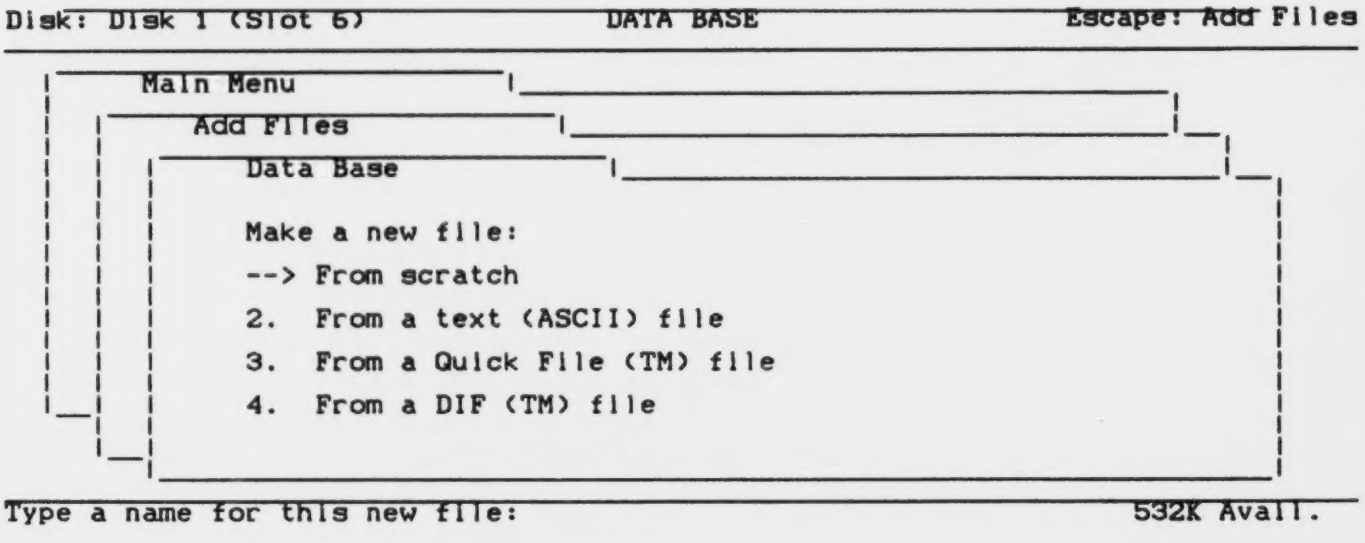


Figure 3-4. The Screen Showing The "From Scratch" Option Selected.

a. Select option #1 (it is highlighted), "From scratch" by pressing the RETURN key once. The picture you see on the screen will change to look like the one shown in Figure 3-4.

```
Disk: Disk 1 (Slot 6)              DATA BASE              Escape: Erase entry
 Main Menu
  Add Files
   Data Base

     Make a new file:
     --> From scratch
     2.  From a text (ASCII) file
     3.  From a Quick File (TM) file
     4.  From a DIF (TM) file

Type a name for this new file:  INVENTORY_                          532K Avail.
```

Figure 3-5. Blank Data Base File Titled "INVENTORY."

```
File: INVENTORY                CHANGE NAME/CATEGORY    Escape: Review/Add/Change

Category names
_ategory 1                          | Options:
                                    |
                                    | Change category name
                                    | Up arrow   Go to filename
                                    | Down arrow Go to next category
                                    | ó-I        Insert new category
Type entry or use ó commands                                    532K Avail.
```

Figure 3-6. The Computer Screen Showing The Data Base File After Entering The File Title, "INVENTORY."

b. Directions at the bottom of the screen tell you to name the the new file so type the word "INVENTORY." The screen now is identical to the example in Figure 3-5.

c. Press the RETURN key once to enter the file title. The screen should look like the picture shown in Figure 3-6.

05. Blinking Block Cursor. Insure that you are using the blinking block cursor and not the blinking line cursor. If the monitor screen shows a blinking line cursor, press the OPEN-APPLE and "E" keys at the same time to switch to the blinking block cursor (to switch back to the blinking block cursor, press the OPEN-APPLE and "E" keys at the same time).

06. Naming Categories Or Fields. Insert the first category name (categories, in the printed data base file, run from top to bottom). To do this:

a. Press the CAPS-LOCK key down so that the machine will type only capital letters.

b. Type "ITEM NAME."

(1) Press the SPACE-BAR several times to erase the remaining letters and number in the original "Category 1" (see Figure 3-7).

```
File: INVENTORY                CHANGE NAME/CATEGORY Escape: Restore former entry


Category names
================================================================================
ITEM NAME                                 |
                                          | Options:
                                          |
                                          | Change category name
                                          | Up arrow    Go to filename
                                          | Down arrow  Go to next category
                                          | ó-I         Insert new category
                                          |
                                          |
                                          |
                                          |
                                          |
--------------------------------------------------------------------------------
Type entry or use ó commands                                      532K Avail.
```

Figure 3-7. The Computer Screen After Inserting The "ITEM NAME" Category.

(2) Press the RETURN key once. The monitor screen should look like the example in Figure 3-7.

c. Type, "DESCRIPTION," and then press the RETURN key once.

```
File: INVENTORY              CHANGE NAME/CATEGORY    Escape: Review/Add/Change

Category names
================================================================================
ITEM NAME                    |
DESCRIPTION                  | Options:
QTY                          |
STOR.LOCATION                | Type category name
                             | Up arrow   Go to previous category
                             |
                             |
                             |
                             |
                             |
                             |
--------------------------------------------------------------------------------
Type entry or use ↑ commands                                      532K Avail.
```

Figure 3-8. The Computer Screen After Typing The Four Category Names.

```
File: INVENTORY              REVIEW/ADD/CHANGE          Escape: Main Menu

Category names
================================================================================

                    This file does not yet contain
                    any information.  Therefore, you
                    will automatically go into the
                    Insert New Records feature.




--------------------------------------------------------------------------------
Press Space Bar to continue                                       532K Avail.
```

Figure 3-9. The Monitor Screen After Escaping From The Add Category Names Procedure.

f. Insert two additional categories titled "QTY" and "STOR.LOCATION" (storage location). Press the RETURN key once after typing each category name as was done above in steps "b" and "c." The screen should look like the picture in Figure 3-8. At this point, the cursor is located on the line below "STOR.LOCATION."

07. Moving To Insert Data.

a. Press the ESC (escape) key once. The screen now looks like the picture shown in Figure 3-9.

b. Press the SPACE-BAR once. The screen changes to appears like the one shown in Figure 3-10 and the file is ready for the insertion of real data.

```
File: INVENTORY                INSERT NEW RECORDS      Escape: Review/Add/Change


Record 1 of 1
================================================================================
ITEM NAME: -
DESCRIPTION: -
QTY: -
STOR.LOCATION: -




--------------------------------------------------------------------------------
Type entry or use ¢ commands                                        532K Avail.
```

Figure 3-10. The Computer Screen Showing A Blank "Record 1 of 1."

08. Inserting Data. Insert data in the first two records (records run from left to right in the printed data base). This accomplished as follows:

a. Type the information to be entered in the first category.

b. Press the RETURN key once.

c. Type information in the next category and press the RETURN key once, again.

d. Use the UP-ARROW key after pressing the RETURN key to return to a category where a mistake has been made.

```
File: INVENTORY                    REVIEW/ADD/CHANGE              Escape: Main Menu
Selection: All records

ITEM NAME        DESCRIPTION      QTY              STOR.LOCATION
================================================================================
MICROSCOPE       BINOCULAR        15               1-A-1
WRENCH           BOX, 1/4-20      6                2-B-3
-                -                -                -




--------------------------------------------------------------------------------
Type entry or use ć commands                                        ć-? for Help
```

Figure 3-11. The Computer Screen After Entering Data In The First Two Records And Switching Screen Formats.

```
File: INVENTORY                 CHANGE RECORD LAYOUT     Escape: Review/Add/Change

================================================================================

                    --> or <--  Move cursor
                     >  ć   <   Switch category positions
                    --> ć  <--  Change column width
                    ć-D         Delete this category
                    ć-I         Insert a previously deleted category
--------------------------------------------------------------------------------
ITEM NAME        DESCRIPTION      QTY              STOR.LOCATION    M
---------------- ---------------- ---------------- ---------------- A
MICROSCOPE       BINOCULAR        15               1-A-1            R
WRENCH           BOX, 1/4-20      6                2-B-3            G
                                                                   I
                                                                   N
--------------------------------------------------------------------------------
Use options shown above to change record layout                      532K Avail.
```

Figure 3-12. The Computer Screen Showing The Alter Layout Option.

e. If the computer does not move automatically from record 1 to record 2, follow the directions provided on the monitor screen.

09. Changing Data Base File Formats. After inserting information in the first two records, press the OPEN-APPLE and the "Z" keys (zoom function) at the same time. The screen will now appear similar to the example provided in Figure 3-11 (if you want to return to the original format, press the OPEN-APPLE and the "Z" keys again).

10. Altering The File Layout.

a. Press the OPEN-APPLE and the "L" (layout) keys at the same time. This action allows changes in the column widths and other adjustments to be made to the file (see Figure 3-12).

b.. Alter the file to fit your desires by following the directions provided on the screen.

c. Press the ESC key once. The screen will appear similar to the example shown in Figure 3-13.

```
File: INVENTORY                CHANGE RECORD LAYOUT     Escape: Review/Add/Change

================================================================================

                    What direction should the cursor
                    go when you press Return?

                         1.  Down (standard)
                         2.  Right

--------------------------------------------------------------------------------

ITEM NAME          DESCRIPTION                                QTY  STOR.LOCATION
------------------ ------------------------------------------ ---- -------------
MICROSCOPE         BINOCULAR                                  15   1-A-1
WRENCH             BOX, 1/4-20                                6    2-B-3

--------------------------------------------------------------------- More --->
Type number, or use arrows, then press Return                      532K Avail.
```

Figure 3-13. The Computer Screen After Step 1 Of Escaping From The Layout Option.

d. Press the ESC key once (a second time). The monitor screen changes to appear similar to the example in Figure 3-14.

File: INVENTORY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

ITEM NAME	DESCRIPTION	QTY	STOR.LOCATION
MICROSCOPE	BINOCULAR	15	1-A-1
WRENCH	BOX, 1/4-20	6	2-B-3
-	-	-	-

Type entry or use ó commands ó-? for Help

Figure 3-14. The Monitor Screen Showing The Altered Data Base File.

11. File Saving. Press the OPEN-APPLE and the "S" keys at the same time to save the file on the data disk in Disk 1 Slot (6). Note that normally, a red light over the disk drive slot comes on while the file is being saved. When the light is again extinguished, your file has been saved on your data disk.

CHAPTER FOUR

PRINTING DATA BASE FILES

INTRODUCTION

The procedures one follows to print data base files are discussed in this chapter. It is important to remember that there two basic formats, tables and labels. The labels format is used to print address and other types of labels. Printing your data base file or a part of it as a table is accomplished using the tables format.

S
T
E
P
S

DIRECTIONS

01. In The Beginning. In the beginning, prior to starting the printing operation, your data base file should appear similar to the example shown in Figure 4-1.

File: INVENTORY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

ITEM NAME	DESCRIPTION	QTY	STOR.LOCATION
MICROSCOPE	BINOCULAR	15	1-A-1
WRENCH	BOX, 1/4-20	6	2-B-3
-	-	-	-

Type entry or use ó commands ó-? for Help

Figure 4-1. An example Data Base File.

02. Selecting A Print Format. To enter the print option, press the OPEN-APPLE and the "P" keys at the same time. As a result of this action, your screen should appear identical to the picture shown in Figure 4-2. Note that the program provides us with 5 options; (1) Get a report format; (2) Create a new "Tables"

format; (3) Create a new "Labels" format; (4) Duplicate an existing format, and; (5) Erase a format.

```
File: INVENTORY                    REPORT MENU          Escape: Review/Add/Change
Report: None

================================================================================

                        1.  Get a report format
                        2.  Create a new "tables" format
                        3.  Create a new "labels" format
                        4.  Duplicate an existing format
                        5.  Erase a format

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        532K Avail.
```

Figure 4-2. The Monitor Screen After Exercising The Initial Print Option

```
File: INVENTORY                    REPORT CATALOG       Escape: Report Menu
Report: None

================================================================================

                        You don't have any report formats

--------------------------------------------------------------------------------
Press Space Bar to continue                                          532K Avail.
```

Figure 4-3. The Monitor Screen After Selecting The "Get a report format" Option.

a. Select the, "Get a report format," option. To do this:

(1) Insure the option is highlighted by pressing the UP-ARROW key if necessary.

(2) Press the RETURN key once. The monitor screen will appear like the picture shown in Figure 4-3, indicating that a format cannot be accessed because a format has not yet been constructed.

b. Return to the Report Menu by pressing the ESC key once.

c. Select the tables format option as follows:

(1) Insure that option #2 in highlighted.

(2) Press the RETURN key once. The monitor screen now appears identical to Figure 4-4.

File: INVENTORY NAME THE NEW REPORT Escape: Report Menu
Report: None

==========

Type a name for the report: 532K Avail.

Figure 4-4. The Monitor Screen After Selecting The Tables Format Option.

c. Name the report by typing the name you wish to appear at the top of the page when the file has been printed. An example is shown in Figure 4-5.

```
File: INVENTORY                    NAME THE NEW REPORT              Escape: Erase entry
Report: None

================================================================================


--------------------------------------------------------------------------------
Type a name for the report:  SCI.DEP.INVENTORY                      532K Avail.
```

Figure 4-5. Naming The Report.

```
File: INVENTORY                      REPORT FORMAT                  Escape: Report Menu
Report: SCI.DEP.INVENTORY
Selection: All records

================================================================================
--> or <--  Move cursor                          ó-J  Right justify this category
 >  ó   <   Switch category positions            ó-K  Define a calculated category
--> ó  <--  Change column width                  ó-N  Change report name and/or title
ó-A  Arrange (sort) on this category            ó-O  Printer options
ó-D  Delete this category                       ó-P  Print the report
ó-G  Add/remove group totals                    ó-R  Change record selection rules
ó-I  Insert a prev. deleted category            ó-T  Add/remove category totals
--------------------------------------------------------------------------------

ITEM NAME    DESCRIPTION  QTY          STOR.LOCATIO L
-A---------- -B---------- -C---------- -D---------- e
MICROSCOPE   BINOCULAR    15           1-A-1        n
WRENCH       BOX, 1/4-20  6            2-B-3        5
                                                    2

--------------------------------------------------------------------------------
Use options shown above to change report format                     531K Avail.
```

Figure 4-6. The Beginning Of The Print Option Phase.

d. Enter the print options phase by pressing the RETURN key once. The monitor screen changes to appear like the example shown in Figure 4-6.

```
File: INVENTORY                    REPORT MENU          Escape: Review/Add/Change
Report: SCI.DEP.INVENTORY

================================================================================

                        1.  Get a report format
                        2.  Create a new "tables" format
                        3.  Create a new "labels" format
                        4.  Duplicate an existing format
                        5.  Erase a format
                        6.  Keep working with current format

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        531K Avail.
```

Figure 4-7. The Monitor After Returning To The Report Menu.

```
File: INVENTORY                    NAME THE NEW REPORT          Escape: Report Menu
Report: SCI.DEP.INVENTORY

================================================================================

--------------------------------------------------------------------------------
Type a name for the report:                                          531K Avail.
```

Figure 4-8. Monitor Screen With The Labels Option Selected.

e. Return to the Report Menu by pressing the ESC key once. The screen now appears like the example shown in Figure 4-7.

e. Select the labels format as follows.

(1) Press the DOWN-ARROW key twice to highlight the desired option.

(2) Press the RETURN key once. Now examine Figure 4-8.

f. Name the file as before by typing the name you want to appear on the report. The file following the naming process is shown in Figure 4-9.

```
File: INVENTORY                NAME THE NEW REPORT          Escape: Erase entry
Report: SCI.DEP.INVENTORY

================================================================================




--------------------------------------------------------------------------------
Type a name for the report:  LOCATION.LABELS                        531K Avail.
```

Figure 4-9. The Report After It Has Been Named.

g. Enter the print option phase by pressing the RETURN key once. The screen changes to appear like the example shown in Figure 4-10.

```
File: INVENTORY                    REPORT FORMAT              Escape: Report Menu
Report: LOCATION.LABELS
Selection: All records

================================================================================
ITEM NAME
DESCRIPTION
QTY
STOR.LOCATION
------------------------Each record will print  4 lines-----------------------


--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ⌘-? for Help
```

Figure 4-10. The Screen After Entering The Print Option Phase.

03. Selecting A Printer. Since we are not interested in investigating print options but rather actually printing a report, we shall proceed, first printing the report using the labels format and then the tables format.

```
File: INVENTORY                    PRINT THE REPORT           Escape: Report Format
Report: LOCATION.LABELS
Selection: All records

================================================================================
                    Where do you want to print the report?

                    1.  ImageWriter
                    2.  EPSON
                    3.  The screen
                    4.  The clipboard (for the Word Processor)
                    5.  A text (ASCII) file on disk
                    6.  A DIF (TM) file on disk


--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                     531K Avail.
```

Figure 4-11. The Screen Showing The Select A Printer Options.

a. Printing The Report In Labels Format.

(1) Press the OPEN-APPLE and the "P" keys at the same time. The monitor screen now appears identical to the picture shown in Figure 4-11.

(2) Highlight the type of printer you have by using the DOWN-ARROW key. Many Apple systems use the ImageWriter printer. If the type of printer interfaced with your system is not shown here, consult your Apple computer instruction book to obtain directions regarding how to alter the computer configuration so that the printer you have can be used. Also, consult your AppleWorks instruction manual. A printer alteration procedure is included as selection #6 of the "Other Options" menu, reached through the AppleWorks "Main Menu."

(3) Press the RETURN key once. The monitor screen now looks like the picture shown in Figure 4-12.

```
File: INVENTORY                    PRINT THE REPORT          Escape: Report Format
Report: LOCATION.LABELS
Selection: All records

================================================================================

                While the printer is running
                you can use these keys:

                Escape        to stop printing and
                              return to report format

                Space Bar     to pause
                              to continue printing

--------------------------------------------------------------------------------
Type report date or press Return:                                  531K Avail.
```

Figure 4-12. The Monitor Screen After Selecting The Correct Printer.

(4) Type the report date as directed on the screen. Figure 4-13 shows the monitor screen after accomplishing this task.

```
File: INVENTORY                    PRINT THE REPORT          Escape: Erase entry
Report: LOCATION.LABELS
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape        to stop printing and
                                  return to report format

                    Space Bar     to pause
                                  to continue printing


--------------------------------------------------------------------------------
Type report date or press Return:  90MAR07                        531K Avail.
```

Figure 4-13. The Monitor Showing The Report Date Typed.

(5) Press the RETURN key once and examine Figure 4-14.

```
File: INVENTORY                    PRINT THE REPORT          Escape: Report Format
Report: LOCATION.LABELS
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape        to stop printing and
                                  return to report format

                    Space Bar     to pause
                                  to continue printing


--------------------------------------------------------------------------------
How many copies?  1                                               531K Avail.
```

Figure 4-14. The Monitor Screen With The Report Date Entered.

(6) Select the number of copies you wish the computer to print as follows:

(a) Type the number desired.

```
File: INVENTORY                    REPORT FORMAT              Escape: Report Menu
Report: LOCATION.LABELS
Selection: All records

================================================================================
ITEM NAME
DESCRIPTION
QTY
STOR.LOCATION
------------------------Each record will print  4 lines-----------------------




--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ć-? for Help
```

Figure 4-15. The Screen After The Printing Operation Has Been Completed.

```
File:    INVENTORY                                                    Page 1
Report: LOCATION.LABELS                                             90MAR07

MICROSCOPE
BINOCULAR
15
1-A-1
```

Figure 4-16. An Example Of The Printed Report.

(b) Press the RETURN key once. Pressing the RETURN key automatically causes the printer to begin printing, provided it is turned on, has paper, and so on. Following the printing, the screen appears as it does in Figure 4-15. An example of the printed copy is shown in Figure 4-16.

b. Printing The Report In The Tables Format.

(1) Return to the print options as follows.

(a) Press the ESC key once. This action takes you to the Report Format selections menu.

(2) Select the "Get a report format option." To do this:

(a) Insure that the proper choice is highlighted. If necessary, use the UP-ARROW key to accomplish the task.

(b) Press the RETURN key once. The screen now looks like the picture shown in Figure 4-17.

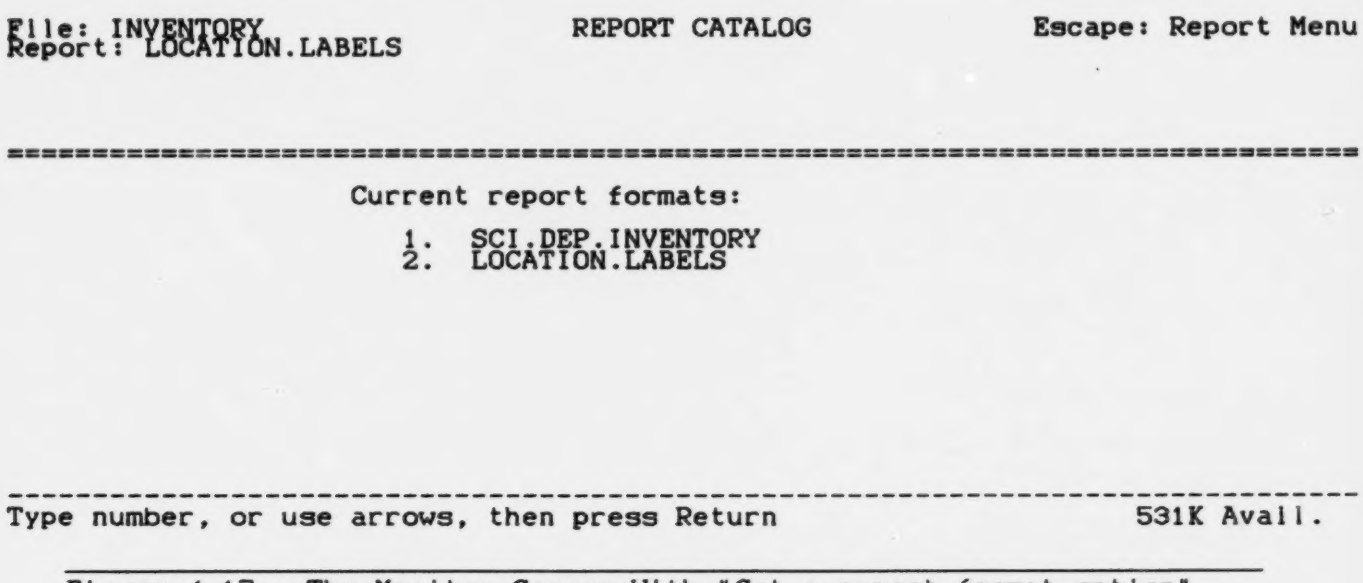


Figure 4-17. The Monitor Screen With "Get a report format option" Chosen.

(3) Select the tables format made earlier as follows:

```
File: INVENTORY                    REPORT FORMAT              Escape: Report Menu
Report: SCI.DEP.INVENTORY
Selection: All records

================================================================================
--> or <--  Move cursor                          ⌘-J  Right justify this category
 >  ⌘   <   Switch category positions            ⌘-K  Define a calculated category
--> ⌘  <--  Change column width                  ⌘-N  Change report name and/or title
⌘-A  Arrange (sort) on this category            ⌘-O  Printer options
⌘-D  Delete this category                       ⌘-P  Print the report
⌘-G  Add/remove group totals                    ⌘-R  Change record selection rules
⌘-I  Insert a prev. deleted category            ⌘-T  Add/remove category totals
--------------------------------------------------------------------------------

ITEM NAME     DESCRIPTION  QTY          STOR.LOCATIO L
-A----------  -B----------  -C----------  -D----------  e
MICROSCOPE    BINOCULAR    15           1-A-1        n
WRENCH        BOX, 1/4-20  6            2-B-3        5
                                                      2
--------------------------------------------------------------------------------
Use options shown above to change report format                  531K Avail.
```

Figure 4-18. The Screen After Returning To The Previously Constructed Tables format.

```
File: INVENTORY                    PRINT THE REPORT           Escape: Report Format
Report: SCI.DEP.INVENTORY
Selection: All records

================================================================================

                    Where do you want to print the report?

                    1.  ImageWriter
                    2.  EPSON
                    3.  The screen
                    4.  The clipboard (for the Word Processor)
                    5.  The clipboard (for Mail Merge)
                    6.  A text (ASCII) file on disk
                    7.  A DIF (TM) file on disk


--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    531K Avail.
```

Figure 4-19. Printer Select Request.

(a) Highlight the proper report title using the ARROW keys.

(b) Press the RETURN key once. The monitor screen changes to appear like the example in Figure 4-18.

(4) Since we are not, interested in exploring the various print options, press the OPEN-APPLE and the "P" keys at the same time. This action moves you to the select printer menu (see Figure 4-19).

(5) Use the ARROW keys to select the proper printer and then press the RETURN key once. This brings you to the select date request (see Figure 4-20).

```
File: INVENTORY                    PRINT THE REPORT    Escape: Restore former entry
Report: SCI.DEP.INVENTORY
Selection: All records

================================================================================

                While the printer is running
                you can use these keys:

                Escape          to stop printing and
                                return to report format

                Space Bar       to pause
                                to continue printing

--------------------------------------------------------------------------------
Type report date or press Return:                                  531K Avail.
```

Figure 4-20. Select Date Request.

(6) Type the date and press the RETURN key once. You are now in the number of copies request (see Figure 4-21).

```
File: INVENTORY                    PRINT THE REPORT          Escape: Report Format
Report: SCI.DEP.INVENTORY
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape        to stop printing and
                                  return to report format

                    Space Bar     to pause
                                  to continue printing

--------------------------------------------------------------------------------
How many copies? 1                                                  531K Avail.
```

Figure 4-21. Number Of Copies Request.

```
File:    INVENTORY                                                    Page 1
Report: SCI.DEP.INVENTORY                                          90MAR08
ITEM NAME    DESCRIPTION  QTY          STOR.LOCATIO
------------ ------------ ------------ ------------
MICROSCOPE   BINOCULAR    15           1-A-1
WRENCH       BOX, 1/4-20  6            2-B-3
```

Figure 4-22. The Screen Showing An Example Of The Printed Report.

(7) Type the number of copies and press the RETURN key once. The printer will automatically begin to print (providing it is energized and setup correctly).

(8) Return to the "Report Menu" by pressing the ESC key once. Your screen will appear like the example in Figure 4-24. You can now print the report again in either format if you wish to do so.

File: INVENTORY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

ITEM NAME	DESCRIPTION	QTY	STOR.LOCATION
MICROSCOPE	BINOCULAR	15	1-A-1
WRENCH	BOX, 1/4-20	6	2-B-3
-	-	-	-

Type entry or use ↓ commands ↓-? for Help

Figure 4-25. The Monitor Screen After Returning To The Data Base File.

(9) Press the ESC key once (again) to return to the data base file. Your monitor screen will appear similar to the picture shown in Figure 4-25. It is now possible to enter additional data in the file and do other work on the file.

(a) An example of the printed report is shown in Figure 4-22.

(b) Following the completion of the printing task, the screen will appear similar to the example shown in Figure 4-23.

```
File: INVENTORY                    REPORT FORMAT              Escape: Report Menu
Report: SCI.DEP.INVENTORY
Selection: All records

================================================================================
--> or <--  Move cursor                          ↓-J  Right justify this category
 >  ↓   <   Switch category positions            ↓-K  Define a calculated category
--> ↓  <--  Change column width                  ↓-N  Change report name and/or title
↓-A  Arrange (sort) on this category             ↓-O  Printer options
↓-D  Delete this category                        ↓-P  Print the report
↓-G  Add/remove group totals                     ↓-R  Change record selection rules
↓-I  Insert a prev. deleted category             ↓-T  Add/remove category totals
--------------------------------------------------------------------------------

ITEM NAME     DESCRIPTION  QTY          STOR.LOCATIO L
-A----------  -B----------  -C---------- -D---------- e
MICROSCOPE    BINOCULAR    15           1-A-1        n
WRENCH        BOX, 1/4-20  6            2-B-3        5
                                                    2

--------------------------------------------------------------------------------
Use options shown above to change report format                  531K Avail.
```

Figure 4-23. The Monitor Screen After The Printing Task Is Complete.

```
File: INVENTORY                    REPORT MENU          Escape: Review/Add/Change
Report: SCI.DEP.INVENTORY

================================================================================

                    1. Get a report format
                    2. Create a new "tables" format
                    3. Create a new "labels" format
                    4. Duplicate an existing format
                    5. Erase a format
                    6. Keep working with current format

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    531K Avail.
```

Figure 4-24. The Monitor Screen After Returning To The "Report Menu."

CHAPTER FIVE

EXERCISING DATA BASE PRINT OPTIONS

INTRODUCTION

A number of different printing options can be exercised using the AppleWorks program. The procedures users follow to execute those options are explained in this chapter.

S
T
E
P
S

DIRECTIONS

01. In The Beginning. There are two types of formats that can be used when printing AppleWorks data base files: labels, and tables. The print options are somewhat different for each format. The labels format is discussed first. If you wish to print your file in a tables format and are interested in the print options for that format, proceed directly to Step 03. Bring the file to be printed to the Desktop. Your monitor screen will appear similar to the example shown in Figure 5-1.

File: DOC.LIBRARY.007 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00963	WP	SCHEDULE	Science	89SEP	Osner	89AU	000120(	Priority	All Korea sc
00964	WP	Inservic	Boulder	Reque	Achenb	89AU	000120(	Memo	ROSALIE BOHN
00965	WP	Inservic	Boulder	Reque	Bohner	89AU	000120(	Memo	SALLY YOSHID
00966	WP	Inservic	Boulder	Reque	Nissen	89AU	000120(	Memo	TERRY BARBER
00967	WP	Inservic	Boulder	Reque	Schlen	89AU	000120(	Memo	SUE RUSSEL-Z
00968	WP	Inservic	Boulder	Reque	Schlen	89AU	000120(	Memo	MERLE HORN-T
00969	WP	Inservic	Boulder	Reque	Schlen	89AU	000120(	Memo	LINDA MC CLE
00970	WP	Inservic	Boulder	Reque	Schlen	89AU	000120(	Memo	JANICE CASTR
00971	WP	Inservic	Boulder	Reque	Schlen	89AU	000120(	Memo	RAMONA TEMPL
00972	WP	Inservic	Boulder	Reque	Schlen	89AU	000120(	Memo	KATHLEEN SWE
00973	WP	Inservic	Boulder	Reque	Schlen	89AU	000120(	Memo	JANET SHIGA-
00974	WP	Inservic	Boulder	Reque	Schlen	89AU	000120(	Memo	ELENOR UNRUH
00975	WP	Inservic	Boulder	Reque	Schlen	89AU	000120(	Memo	JIM PRICE-ZA
00976	WP	Inservic	Boulder	Reque	Schlen	89AU	000120(	Memo	DAVE ROMPRE-
00977	WP	Inservic	Boulder	Reque	Schlen	89AU	000120(	Memo	ESTER GOLDE-

Type entry or use ⌘ commands ⌘-? for Help

Figure 5-1. The Monitor Screen Showing A Data Base File.

02. Labels Format. Exercise the data base print option as follows:

a. Press the OPEN-APPLE and the "P" keys at the same time.

b. Select the option #3, "Create a new "Labels" format," from the "Report Format" menu. To do this:

(1) Highlight the option.

```
File: DOC.LIBRARY.007          NAME THE NEW REPORT          Escape: Report Menu
Report: None

================================================================================




--------------------------------------------------------------------------------
Type a name for the report:                                          490K Avail.
```

Figure 5-2. Monitor Screen With The Labels Option Selected.

```
File: DOC.LIBRARY.007          NAME THE NEW REPORT          Escape: Erase entry
Report: None

================================================================================




--------------------------------------------------------------------------------
Type a name for the report: LABELS_                                  490K Avail.
```

Figure 5-3. Labels Format After The Report Has Been Named.

(2) Press the RETURN key once. Following the procedure, the monitor screen should appear similar to the example

shown in Figure 5-2.

c. Report Naming.

(1) Type the report name. Your screen now appears similar to Figure 5-3.

(2) Press the RETURN key once and then examine Figure 5-4.

```
File: DOC.LIBRARY.007              REPORT FORMAT              Escape: Report Menu
Report: LABELS
Selection: All records


================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-------------------------


--------------------------------------------------------------------------------
Use options shown on Help Screen                                    ó-? for Help
```

Figure 5-4. The Monitor Screen After Entering The Report Name

d. Selecting Print Options. There are two types of options which can be used here. First, we'll examine alteration in the fields or categories you see on the screen in Figure 5-4.

(1) Category alteration.

(a) Arrangement.

```
File: DOC.LIBRARY.007          ARRANGE (SORT)          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================

                    This file will be arranged on
                    this category: DOC. NO:

                    Arrangement order:

                          1.  From A to Z
                          2.  From Z to A
                          3.  From 0 to 9
                          4.  From 9 to 0



--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      490K Avail.
```

Figure 5-5. The Screen After Selecting The Arrange Function.

1. Press the OPEN-APPLE and the "A" keys at the same the. The monitor screen changes to appear like the example shown in Figure 5-5. Note the top of the screen! The way

```
File: DOC.LIBRARY.007          REPORT FORMAT           Escape: Report Menu
Report: LABELS
Selection: All records

================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-------------------------



--------------------------------------------------------------------------------
Use options shown on Help Screen                                   ⌘-? for Help
```

Figure 5-6. The Screen After Completing The Arrangement Function.

the file will be arranged is indicated there. In this case, the file will be arranged on the DOC.NO. category. It will subsequently be printed according to that arrangement.

ii. Press the DOWN-ARROW key 3 times to highlight the "9 to 0" option.

iii. Press the RETURN key once (see Figure 5-6).

iv. Press the OPEN-APPLE and the "Z" keys at the same time. The screen will appear similar to the picture seen in Figure 5-7, indicating that the file has been rearranged such that the first file to be printed will be the one shown on the screen.

```
File: DOC.LIBRARY.007          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records

================================================================================
00979
WP
Inservice
Boulder summer 1989 course
Request to share materials among fellow teachers
Schlenker/Davis
89AUG23
000120(AppleWorks) side 2
Memo
CAROLYN DECKER-ARNN
------------------------Each record will print 10 lines-------------------------


--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ⌘-? for Help
```

Figure 5-7. The Screen After Rearrangement And Exercise Of The OPEN-APPLE-Z Function.

v. The file can be arranged also while it appears as it presently does on the screen. Press the DOWN-ARROW key several times to place the cursor under the first letter in the "AUTHOR" category (may be done in this format or the original format - to return to the other format, press the OPEN-APPLE and the "Z" keys at the same time).

```
File: DOC.LIBRARY.007          ARRANGE (SORT)          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================

                    This file will be arranged on
                    this category: AUTHOR:

                    Arrangement order:

                         1.  From A to Z
                         2.  From Z to A
                         3.  From 0 to 9
                         4.  From 9 to 0



--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      522K Avail.
```

Figure 5-8. The Screen Showing The Arrange Function.

vi. Press the OPEN-APPLE and the "A" keys at the same time. The screen changes to appear similar to the monitor screen shown in Figure 5-8. Note at the top of the screen that the user is told the category will be arranged on the "Author" category.

```
File: DOC.LIBRARY.007          REPORT FORMAT           Escape: Report Menu
Report: LABELS
Selection: All records

================================================================================
00973
WP
Inservice
Boulder summer 1989 course
Request to share materials among fellow teachers
Achenbach
89AUG23
000120(AppleWorks) side 2
Memo
JANET SHIGA-ARNN
-----------------------Each record will print 10 lines-------------------------


--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ⌘-? for Help
```

Figure 5-9. The Screen After Exercising The Arrange 'A to Z' Option.

vii. Make sure the "A to Z" option is highlighted and then press the RETURN key once. Note the way the screen now appears. It shows the first record of the file that will be printed (see Figure 5-9).

viii. Press the OPEN-APPLE and the "Z" keys at the same time to return to the labels format (see Figure 5-10).

```
File: DOC.LIBRARY.007          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records

================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-------------------------


--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ó-? for Help
```

Figure 5-10. Screen After Return To The Labels Format.

(b) Delete.

i. Press the DOWN-ARROW several times until the cursor is under the first letter in the DISK NO. category.

ii. Press the OPEN-APPLE and the "D" key at the same time. This action deletes the DISK NO. and leaves a blank space where the category was (see Figure 5-11). When the file is printed, a blank space appears where the field was removed. The category, however, has not been lost from the computer memory and can be reinserted if a mistake has been made. If you want to see the way a file record will look when it is printed, press the OPEN-APPLE and the "Z" keys at the same time.

```
File: DOC.LIBRARY.007          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records

================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:

DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines-----------------------


--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ⌂-? for Help
```

Figure 5-11. The Monitor Screen After Deleting The Disk No. Field.

(c) Insert.

1. Press the OPEN-APPLE and the "I" keys at the same time. The "Insert" menu appears on the screen (see Figure 5-12).

```
File: DOC.LIBRARY.007          INSERT A CATEGORY          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================
 1.  DISK NO:
 2.  A spacing line above cursor position
 3.  A spacing line below cursor position









--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                     522K Avail.
```

Figure 5-12. The Insert Menu.

iii. Make sure the words, DISK NO. are highlighted and press the return key once. The monitor screen now looks like the picture in Figure 5-13. This means all categories will be printed when the file is finally printed.

```
File: DOC.LIBRARY.007          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records

================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-------------------------


--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ⌂-? for Help
```

Figure 5-13. The Monitor After Reinserting The DISK NO. Category.

```
File: DOC.LIBRARY.007          INSERT A CATEGORY          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================
 1.  A spacing line above cursor position
 2.  A spacing line below cursor position




--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      522K Avail.
```

Figure 5-14. The Insert Menu.

iv. Position the cursor under the AUTHOR category and press the OPEN-APPLE and the "I" at the same time (see Figure 5-14).

```
File: DOC.LIBRARY.007              REPORT FORMAT              Escape: Report Menu
Report: LABELS
Selection: All records


================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:

DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 11 lines-----------------------


--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ó-? for Help
```

Figure 5-15. The Screen With A Space Inserted Following The AUTHOR Category.

```
File: DOC.LIBRARY.007              REPORT FORMAT              Escape: Report Menu
Report: LABELS
Selection: All records


================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines-----------------------


--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ó-? for Help
```

Figure 5-16. The Monitor After Removing The Previously Inserted Space.

v. Compare Figure 5-14 with Figure 5-12. Now, highlight the, "insert a space below, option," press the RETURN key once and look at Figure 5-15. Notice that a space has been inserted below the AUTHOR category. When the file is printed, each record will have a space below the AUTHOR category.

vi. Move the cursor down one space with the DOWN-ARROW key. The press the OPEN-APPLE and the "D" keys at the same time. The space is deleted and the monitor screen appears like the picture shown in Figure 5-16.

(c) Print category name and entry.

i. Press the OPEN-APPLE and the "V" keys at the same time. The screen now appears similar to the example shown in Figure 5-17, with the category entry printed following the category name. This means that the when the file is finally printed, the category name will be printed before each entry in this category. You may see the way the actual print will appear by pressing the OPEN-APPLE and the "Z" at the same time.

```
File: DOC.LIBRARY.007          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records

================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:: Achenbach
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-----------------------



--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ⌂-? for Help
```

Figure 5-17. The File After Inserting The First Category Name.

ii. To insert the category names so they will be printed before additional categories, repeat

the OPEN-APPLE-V process with the cursor below the first letter of the category where you want the name printed.

(d) Record selection rules.

1. Press the OPEN-APPLE and the "R" keys at the same time. The screen appears similar to the one shown in Figure 5-18. This procedure allows selection of the rules by which the records are selected for printing in the final report. If this option is not used, all records in the file will be printed in the final report.

```
File: DOC.LIBRARY.007              SELECT RECORDS              Escape: Report Format
Report: LABELS
Selection:

================================================================================
 1.  DOC. NO:
 2.  DOC. TYPE:
 3.  KEY WORD:
 4.  SUBJECT:
 5.  TITLE:
 6.  AUTHOR:
 7.  DATE:
 8.  DISK NO:
 9.  DOC. FORM:
10.  DOC. RCVR/USER:



--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        522K Avail.
```

Figure 5-18. Records Selection Rules Option Selected.

11. Use the DOWN-ARROW key to highlight the AUTHOR category.

```
File: DOC.LIBRARY.007              SELECT RECORDS              Escape: Report Format
Report: LABELS
Selection: AUTHOR:

================================================================================

 1.  equals
 2.  is greater than
 3.  is less than
 4.  is not equal to
 5.  is blank
 6.  is not blank
 7.  contains
 8.  begins with
 9.  ends with
10.  does not contain
11.  does not begin with
12.  does not end with

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        522K Avail.
```

Figure 5-19. The Monitor Screen After Selecting A Selection Rule Category.

iii. Press the RETURN key once. The screen appears similar to the one shown in Figure 5-19. Note that AUTHOR or whatever category you have chosen appears at the top of the screen.

```
File: DOC.LIBRARY.007              SELECT RECORDS              Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals

================================================================================









--------------------------------------------------------------------------------
Type comparison information:                                         522K Avail.
```

Figure 5-20. The Screen With "equals" Selected.

iv. Make sure that "equals" is highlighted and press the RETURN key once (any selection category could have been selected here by using the DOWN-ARROW key to highlight it and then pressing the RETURN key). The monitor screen changes to appear similar to that seen in Figure 5-20. Note that the word "equals" appears at the top of the screen.

v. Type the comparison information in the space provided at the bottom of the monitor screen. Figure 5-21 shows an example of that type of information.

File: DOC.LIBRARY.007 SELECT RECORDS Escape: Erase entry
Report: LABELS
Selection: AUTHOR: equals

==========

Type comparison information: OSNER 522K Avail.

Figure 5-21. Monitor Screen With Comparison Information Typed.

vi. Press the RETURN key once (see Figure 5-22) to enter the comparison information. Notice the complete selection rule now appears at the top of the screen. This indicates the computer will use this rule as a criterion for selection of the records to be printed.

```
File: DOC.LIBRARY.007              SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER

================================================================================

 1.  and
 2.  or
 3.  through

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      525K Avail.
```

Figure 5-22. The Monitor Screen After The Comparison Information Has Been Entered.

```
File: DOC.LIBRARY.007              REPORT FORMAT           Escape: Report Menu
Report: LABELS
Selection: AUTHOR: equals OSNER

================================================================================
 OC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-------------------------


--------------------------------------------------------------------------------
Use options shown on Help Screen                                   ⌂-? for Help
```

Figure 5-23. The Monitor Screen After Drafting One Selection Rule And Exiting The Selection Rule Option.

vii. Second selection rule. A second selection rule may be added or the rule selection option exited. Press the ESC key once. The screen appears similar to the example in

Figure 5-23, and only one rule will be used in the final selection of records to be printed.

```
File: DOC.LIBRARY.007              SELECT RECORDS              Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER

================================================================================




--------------------------------------------------------------------------------
Select all records?  No  Yes
```

Figure 5-24. Reentering The Rule Selection Option.

viii. To reenter the selection rule option, press the OPEN-APPLE and the "R" keys at the same time. The monitor screen will appear identical to theone shown in Figure 5-24.

```
File: DOC.LIBRARY.007              SELECT RECORDS              Escape: Report Format
Report: LABELS
Selection:

================================================================================
 1.  DOC. NO:
 2.  DOC. TYPE:
 3.  KEY WORD:
 4.  SUBJECT:
 5.  TITLE:
 6.  AUTHOR:
 7.  DATE:
 8.  DISK NO:
 9.  DOC. FORM:
10.  DOC. RCVR/USER:


--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        492K Avail.
```

Figure 5-25. The Rule Selection Process Reentered.

```
File: DOC.LIBRARY.007              SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER

================================================================================

  1.  and
  2.  or
  3.  through

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      490K Avail.
```

Figure 5-26. The Original Selection Rule Reentered.

ix. Select the NO option by pressing the RETURN key once. The screen changes to look like that seen in Figure 5-25. Note that the original selection rule which was printed at the top of the screen, has disappeared. If you want to use the original rule, it must be entered again (see Figure 5-26).

x. Enter a second selection rule. The process is the same as it was for the first rule. Figure 5-27 is an example of the screen after the second selection rule has been entered. Again, the rule selection process may be exited by by pressing the ESC key once. If it is exited, two rules will be used to select records for inclusion when the report is printed.

```
File: DOC.LIBRARY.007              SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER
  or       AUTHOR: equals SCHLENKER

================================================================================

 1.  or
 2.  through




--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      522K Avail.
```

Figure 5-27. Two Selection Rules Entered.

xi. To use three selection rules, you simple follow the process through three times. Figure 5-28 shows the monitor screen after entering three selection rules.

```
File: DOC.LIBRARY.007              REPORT FORMAT           Escape: Report Menu
Report: LABELS
Selection: AUTHOR: equals OSNER
  or       AUTHOR: equals SCHLENKER
  or       AUTHOR: contains DAVIS

================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:: Osner
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-------------------------



--------------------------------------------------------------------------------
Use options shown on Help Screen                                   ⌂-? for Help
```

Figure 5-28. The Monitor Screen Showing Three Record Selection Rules Entered.

(2) Selecting printer options. Press the OPEN-APPLE and the "P" keys at the same time. The monitor screen now shows the "PRINT THE REPORT" menu (see Figure 5-29).

```
File: DOC.LIBRARY.007          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER
  or       AUTHOR: equals SCHLENKER
  or       AUTHOR: contains DAVIS
================================================================================

                    Where do you want to print the report?

                    1.  ImageWriter
                    2.  EPSON
                    3.  The screen
                    4.  The clipboard (for the Word Processor)
                    5.  A text (ASCII) file on disk
                    6.  A DIF (TM) file on disk




--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        492K Avail.
```

Figure 5-29. The "Print The Report" Menu.

(a) "The Screen" option.

```
File: DOC.LIBRARY.007          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER
  or       AUTHOR: equals SCHLENKER
  or       AUTHOR: contains DAVIS
================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape        to stop printing and
                                  return to report format

                    Space Bar     to pause
                                  to continue printing




--------------------------------------------------------------------------------
Type report date or press Return:                                    492K Avail.
```

Figure 5-30. The Monitor Screen Showing The First Step In "The Screen" Option.

i. Press the DOWN-ARROW key to highlight "The Screen" option.

ii. Press the RETURN key once. The monitor screen now looks as does the example in Figure 5-30.

```
File: DOC.LIBRARY.007          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER
  or       AUTHOR: equals SCHLENKER
  or       AUTHOR: contains DAVIS
================================================================================

                While the printer is running
                you can use these keys:

                Escape       to stop printing and
                             return to report format

                Space Bar    to pause
                             to continue printing


--------------------------------------------------------------------------------
Type report date or press Return:  90MAR08                        522K Avail.
```

Figure 5-31. Report Date Typed.

iii. Type the report date (see Figure 5-31).

```
File:    DOC.LIBRARY.007                                          Page 1
Report: LABELS                                                    90MAR08
Selection: AUTHOR: equals OSNER
  or       AUTHOR: equals SCHLENKER
  or       AUTHOR: contains DAVIS

00977
WP
Inservice
Boulder summer 1989 course
Request to share materials among fellow teachers
AUTHOR:: Osner
89AUG23
000120(AppleWorks) side 2
Memo
ESTER GOLDE-ARNN



Press Space Bar to continue                                       522K Avail.
```

Figure 5-32. Example Of A Report Printed To The Screen.

iv. Press the RETURN key once. The screen now shows the report on the screen exactly as the printer will print it. This option allows you to look at your report without having to print it, thereby saving paper (see Figure 5-32).

```
File: DOC.LIBRARY.007              REPORT FORMAT              Escape: Report Menu
Report: LABELS
Selection: AUTHOR: equals OSNER
  or       AUTHOR: equals SCHLENKER
  or       AUTHOR: contains DAVIS

================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:: Osner
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines-------------------------



--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ⌘-? for Help
```

Figure 5-33. The Monitor Screen After Exiting The Print To The Screen Option.

v. Suppose you want to make a change in what you see! Let's say you want eliminate the report header. Press the SPACE-BAR once. The program takes you back to the position in which you were prior to exercising the OPEN-APPLE-P option (see Figure 5-33.

vi. Press the OPEN-APPLE and the "O" (Print Options) keys at the same time. The program now shifts to print options as shown in Figure 5-34.

```
File: DOC.LIBRARY.007              PRINTER OPTIONS              Escape: Report Format
Report: LABELS
================================================================================

-------Left and right margins--------      ------Top and bottom margins-------
PW: Platen Width            8.0 inches      PL: Paper Length          11.0 inches
LM: Left Margin             0.0 inches      TM: Top Margin             0.0 inches
RM: Right Margin            0.0 inches      BM: Bottom Margin          0.0 inches
CI: Chars per Inch          10              LI: Lines per Inch         6

    Line width              8.0 inches          Printing length       11.0 inches
    Char per line (est)     80                  Lines per page        66

          --------------------Formatting options--------------------
          SC:  Send Special Codes to printer                        No
          PD:  Print a Dash when an entry is blank                  No
          PH:  Print report Header at top of each page              Yes
          OL:  Omit Line when all entries on line are blank         Yes
          KS:  Keep number of lines the Same within each record     Yes


--------------------------------------------------------------------------------
Type a two letter option code                                       522K Avail.
```

Figure 5-34. Print Options Menu.

vii. Type PH (see Figure 5-35).

```
File: DOC.LIBRARY.007              PRINTER OPTIONS              Escape: Erase entry
Report: LABELS
================================================================================

-------Left and right margins--------      ------Top and bottom margins-------
PW: Platen Width            8.0 inches      PL: Paper Length          11.0 inches
LM: Left Margin             0.0 inches      TM: Top Margin             0.0 inches
RM: Right Margin            0.0 inches      BM: Bottom Margin          0.0 inches
CI: Chars per Inch          10              LI: Lines per Inch         6

    Line width              8.0 inches          Printing length       11.0 inches
    Char per line (est)     80                  Lines per page        66

          --------------------Formatting options--------------------
          SC:  Send Special Codes to printer                        No
          PD:  Print a Dash when an entry is blank                  No
          PH:  Print report Header at top of each page              Yes
          OL:  Omit Line when all entries on line are blank         Yes
          KS:  Keep number of lines the Same within each record     Yes


--------------------------------------------------------------------------------
Type a two letter option code  PH                                   522K Avail.
```

Figure 5-35. PH Section of The Print Options Typed.

ix. Press the RETURN key once. Compare the screen now with the monitor screen shown in Figure

```
File: DOC.LIBRARY.007          PRINTER OPTIONS          Escape: Report Format
Report: LABELS
================================================================================

-------Left and right margins--------      ------Top and bottom margins-------
PW: Platen Width          8.0 inches      PL: Paper Length         11.0 inches
LM: Left Margin           0.0 inches      TM: Top Margin            0.0 inches
RM: Right Margin          0.0 inches      BM: Bottom Margin         0.0 inches
CI: Chars per Inch        10              LI: Lines per Inch        6

    Line width            8.0 inches          Printing length      11.0 inches
    Char per line (est)   80                  Lines per page       66

          --------------------Formatting options--------------------
          SC:  Send Special Codes to printer                        No
          PD:  Print a Dash when an entry is blank                  No
          PH:  Print report Header at top of each page              No
          OL:  Omit Line when all entries on line are blank         Yes
          KS:  Keep number of lines the Same within each record     Yes


--------------------------------------------------------------------------------
Type a two letter option code                                    522K Avail.
```

Figure 5-36. The Change In PH Category.

```
File: DOC.LIBRARY.007          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: AUTHOR: equals OSNER
  or       AUTHOR: equals SCHLENKER
  or       AUTHOR: contains DAVIS

================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:: Osner
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines--------------------------



--------------------------------------------------------------------------------
Use options shown on Help Screen                                 ⌂-? for Help
```

Figure 5-37. Pre-Print Option Location.

5-34. Notice that the wording changed from "Yes" to "No" following the "PH" category (see Figure 5-36).

x. Press the ESC key once. The program returns you to the pre-print option location (Figure 5-37).

```
File: DOC.LIBRARY.007          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER
  or       AUTHOR: equals SCHLENKER
  or       AUTHOR: contains DAVIS
```

==========

Where do you want to print the report?

1. ImageWriter
2. EPSON
3. The screen
4. The clipboard (for the Word Processor)
5. A text (ASCII) file on disk
6. A DIF (TM) file on disk

Type number, or use arrows, then press Return 522K Avail.

Figure 5-38. The PRINT THE REPORT Option Reentered.

xi. Press the OPEN-APPLE and the "P" keys at the same time to reenter the PRINT THE REPORT option (see Figure 5-38).

```
00977
WP
Inservice
Boulder summer 1989 course
Request to share materials among fellow teachers
AUTHOR:: Osner
89AUG23
000120(AppleWorks) side 2
Memo
ESTER GOLDE-ARNN



Press Space Bar to continue                                    522K Avail.
```

Figure 5-39. The Modified Report.

```
File: DOC.LIBRARY.007          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: AUTHOR: equals OSNER
  or       AUTHOR: equals SCHLENKER
  or       AUTHOR: contains DAVIS

================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:: Osner
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines-----------------------


--------------------------------------------------------------------------------
Use options shown on Help Screen                                  ⌘-? for Help
```

Figure 5-40. The Monitor Showing The Pre-Print Option Phase.

xii. Highlight "The Screen" and press the RETURN key once. The screen now shows the report

printed to the screen as it will look on paper with the PH change incorporated (see Figure 5-39).

xiii. Press the SPACE-BAR once to return to the pre-print option phase (see Figure 5-40).

xiv. Press the OPEN-APPLE and the "P" keys at the same time. You have returned to the PRINT THE REPORT menu (see Figure 5-41).

```
File: DOC.LIBRARY.007          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER
  or       AUTHOR: equals SCHLENKER
  or       AUTHOR: contains DAVIS
```

==========

Where do you want to print the report?

1. ImageWriter
2. EPSON
3. The screen
4. The clipboard (for the Word Processor)
5. A text (ASCII) file on disk
6. A DIF (TM) file on disk

Type number, or use arrows, then press Return 522K Avail.

Figure 5-41. The PRINT THE REPORT menu.

xv. If you highlight the "The clipboard (for the Word Processor)" and press the RETURN key once, your screen will appear like the example in Figure 5-42. This route must be taken if want to move your data base file into a word processing file. You might do this if you needed to use the information from the data base file in a written report.

```
File: DOC.LIBRARY.007          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER
  or       AUTHOR: equals SCHLENKER
  or       AUTHOR: contains DAVIS
================================================================================

                    The report is now on the clipboard,
                    and can be moved or copied into Word
                    Processor documents.




--------------------------------------------------------------------------------
Press Space Bar to continue                                        520K Avail.
```

Figure 5-42. The Monitor Screen After Printing The Data Base File To The Clipboard.

```
File: DOC.LIBRARY.007          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER
  or       AUTHOR: equals SCHLENKER
  or       AUTHOR: contains DAVIS
================================================================================

                    While the disk is running
                    you can use these keys:

                    Escape        to stop printing and
                                  return to report format

                    Space Bar     to pause
                                  to continue printing




--------------------------------------------------------------------------------
Pathname?                                                          520K Avail.
```

Figure 5-43. The Monitor Screen Showing The Results Of Selecting The ASCII Print Option.

xvi. If you highlight the "A text (ASCII) file on disk" option and press the RETURN key once, the result will be the same as is seen in Figure 5-43. Note the lower left corner of the screen! The program requires you to provide "pathname" information before you can proceed. Consult your AppleWorks users manual for a discussion of "pathnames." If you exercise this option and then want to return to the PRINT THE REPORT menu, press the ESC key once.

xvii. If you highlight the "A DIF (TM) file on disk" option and press the RETURN key once you'll obtain the results seen on the screen in Figure 5-44. If you exercise this option and then want to return to the PRINT THE REPORT menu, press the ESC key once.

```
File: DOC.LIBRARY.007          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER
  or       AUTHOR: equals SCHLENKER
  or       AUTHOR: contains DAVIS
================================================================================

                While the disk is running
                you can use these keys:

                Escape      to stop printing and
                            return to report format

                Space Bar   to pause
                            to continue printing


--------------------------------------------------------------------------------
Pathname?                                                        520K Avail.
```

Figure 5-44. The Results Of Selecting The DIF Option.

xviii. Highlight the name of the type of printer you are used with your computer. To do this, use the ARROW keys.

```
00977
WP
Inservice
Boulder summer 1989 course
Request to share materials among fellow teachers
AUTHOR:: Osner
89AUG23
000120(AppleWorks) side 2
Memo
ESTER GOLDE-ARNN
```

Figure 5-45. An Example Report Printed In The Labels Format.

```
File: DOC.LIBRARY.007          NAME THE NEW REPORT          Escape: Report Menu
Report: None

================================================================================




--------------------------------------------------------------------------------
Type a name for the report:                                          525K Avail.
```

Figure 5-46. Tables Format Selected.

xix. Press the RETURN key once and follow the directions listed on the screen to print your report. The result will be similar the example shown in Figure 5-45.

03. Tables Format. Exercise the data base print option as follows:

a. Press the OPEN-APPLE and the "P" keys at the same time.

b. Select option #2, "Create a new "Tables" format," from the "Report Format" menu by highlighting it.

c. Press the RETURN key once. Following the procedure, the monitor screen should appear similar to the example shown in Figure 5-46.

d. Report Naming.

(1) Type the report name. Your screen now appears similar to Figure 5-47.

```
File: DOC.LIBRARY.007          NAME THE NEW REPORT          Escape: Erase entry
Report: None

================================================================================

--------------------------------------------------------------------------------
Type a name for the report:  LIBRARY ENTRIES                          525K Avail.
```

Figure 5-47. Tables Format After The Report Has Been Named.

(2) Press the RETURN key once and then examine Figure 5-48.

```
File: DOC.LIBRARY.007          REPORT FORMAT          Escape: Report Menu
Report: LIBRARY ENTRIES
Selection: All records

================================================================================
--> or <--  Move cursor                          ó-J  Right justify this category
 >  ó   <   Switch category positions            ó-K  Define a calculated category
--> ó  <--  Change column width                  ó-N  Change report name and/or title
ó-A  Arrange (sort) on this category            ó-O  Printer options
ó-D  Delete this category                       ó-P  Print the report
ó-G  Add/remove group totals                    ó-R  Change record selection rules
ó-I  Insert a prev. deleted category            ó-T  Add/remove category totals
--------------------------------------------------------------------------------

DOC. NO:      DOC. TYPE:    KEY WORD:     SUBJECT:      TITLE:        AUTHOR:       DA
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- -G
00963         WP            SCHEDULE      Science Coor 89SEP07-15    Osner         89
00964         WP            Inservice     Boulder summ Request to s  Achenbach     89
00965         WP            Inservice     Boulder summ Request to s  Babcock       89

-------------------------------------------------------------------- More --->
Use options shown above to change report format                  492K Avail.
```

Figure 5-48. The Monitor Screen After Entering The Report Name.

e. Selecting Print Options. Directions to the printer can be dictated in two ways:

(1) Using the options shown to you on the screen.

(2) By pressing the OPEN-APPLE and the "O" keys at the same time. We'll examine the screen functions first.

(3) Altering category widths.

(a) Press the RIGHT-ARROW key several times to move the cursor to the AUTHOR category.

(b) Press and hold down the OPEN-APPLE key and while it is held down, press the RIGHT-ARROW key several times. Your screen will appear similar to the picture in Figure 5-49.

```
File: DOC.LIBRARY.007          REPORT FORMAT          Escape: Report Menu
Report: LIBRARY ENTRIES
Selection: All records

================================================================================
--> or <--  Move cursor                          ć-J  Right justify this category
 >  ć   <   Switch category positions            ć-K  Define a calculated category
--> ć  <--  Change column width                  ć-N  Change report name and/or title
ć-A  Arrange (sort) on this category            ć-O  Printer options
ć-D  Delete this category                       ć-P  Print the report
ć-G  Add/remove group totals                    ć-R  Change record selection rules
ć-I  Insert a prev. deleted category            ć-T  Add/remove category totals
--------------------------------------------------------------------------------
DOC. NO:      DOC. TYPE: KEY WORD:    SUBJECT:      TITLE:        AUTHOR:
-A---------- -B-------- -C---------- -D---------- -E---------- -F--------------
00963         WP         SCHEDULE     Science Coor 89SEP07-15    Osner
00964         WP         Inservice    Boulder summ Request to s  Achenbach
00965         WP         Inservice    Boulder summ Request to s  Babcock

--------------------------------------------------------------------- More --->
Use options shown above to change report format                  492K Avail.
```

Figure 5-49. The Monitor Screen Showing The Alteration Of The AUTHOR Category.

```
File: DOC.LIBRARY.007          ARRANGE (SORT)          Escape: Report Format
Report: LIBRARY ENTRIES
Selection: All records

================================================================================

                This file will be arranged on
                this category: AUTHOR:

                Arrangement order:

                     1.  From A to Z
                     2.  From Z to A
                     3.  From 0 to 9
                     4.  From 9 to 0




--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    492K Avail.
```

Figure 5-50. The Monitor Screen Showing The Arrange Menu.

(4) Alphabetical and numerical arrangement of categories.

(a) Leaving the cursor on the AUTHOR field, press the OPEN-APPLE and the "A" keys at the same time (see Figure 5-50).

(b) Press the DOWN-ARROW key until the, "From Z to A" option is highlighted.

(c) Press the RETURN key once and then examine Figure 5-51.

```
File: DOC.LIBRARY.007              REPORT FORMAT              Escape: Report Menu
Report: LIBRARY ENTRIES
Selection: All records

================================================================================
--> or <--  Move cursor                          ó-J  Right justify this category
 >  ó   <   Switch category positions            ó-K  Define a calculated category
--> ó  <--  Change column width                  ó-N  Change report name and/or title
ó-A  Arrange (sort) on this category            ó-O  Printer options
ó-D  Delete this category                       ó-P  Print the report
ó-G  Add/remove group totals                    ó-R  Change record selection rules
ó-I  Insert a prev. deleted category            ó-T  Add/remove category totals
--------------------------------------------------------------------------------

DOC. NO:      DOC. TYPE:   KEY WORD:    SUBJECT:      TITLE:        AUTHOR:
-A---------- -B---------- -C---------- -D---------- -E---------- -F-------------
00967         WP           Inservice    Boulder summ Request to s Schlenker/Davis
00968         WP           Inservice    Boulder summ Request to s Schlenker/Davis
00969         WP           Inservice    Boulder summ Request to s Schlenker/Davis

--------------------------------------------------------------------- More --->
Use options shown above to change report format                    525K Avail.
```

Figure 5-51. The Rearranged Author Field.

(5) Delete a category.

(a) Press the OPEN-APPLE and the "D" keys at the same time. Your screen shows that the category on which the cursor was placed has disappeared (see Figure 5-52).

```
File: DOC.LIBRARY.007          REPORT FORMAT          Escape: Report Menu
Report: LIBRARY ENTRIES
Selection: All records

================================================================================
--> or <--  Move cursor                    á-J  Right justify this category
 >  á   <   Switch category positions      á-K  Define a calculated category
--> á  <--  Change column width           á-N  Change report name and/or title
á-A  Arrange (sort) on this category      á-O  Printer options
á-D  Delete this category                 á-P  Print the report
á-G  Add/remove group totals              á-R  Change record selection rules
á-I  Insert a prev. deleted category      á-T  Add/remove category totals
--------------------------------------------------------------------------------

DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:      TITLE:        DATE:    DISK NO
-A---------- -B---------- -C---------- -D---------- -E---------- -F----- -G-----
00973        WP           Inservice    Boulder summ Request to s 89AUG23 000120(
00978        WP           Inservice    Boulder summ Request to s 89AUG23 000120(
00974        WP           Inservice    Boulder summ Request to s 89AUG23 000120(

-------------------------------------------------------------------- More --->
Use options shown above to change report format                  524K Avail.
```

Figure 5-52. The Monitor Screen Showing A Deleted Category.

```
File: DOC.LIBRARY.007          INSERT A CATEGORY      Escape: Report Format
Report: LIBRARY ENTRIES
Selection: All records

================================================================================
 1.  AUTHOR:




-------------------------------------------------------------------- More --->
Type number, or use arrows, then press Return                    524K Avail.
```

Figure 5-53. The Monitor Screen After Beginning The Insert Process.

(6) Insert a previously deleted category.

```
File: DOC.LIBRARY.007              REPORT FORMAT              Escape: Report Menu
Report: LIBRARY ENTRIES
Selection: All records

================================================================================
--> or <--  Move cursor                          ⌂-J  Right justify this category
 >  ⌂   <   Switch category positions            ⌂-K  Define a calculated category
--> ⌂  <--  Change column width                  ⌂-N  Change report name and/or title
⌂-A  Arrange (sort) on this category            ⌂-O  Printer options
⌂-D  Delete this category                       ⌂-P  Print the report
⌂-G  Add/remove group totals                    ⌂-R  Change record selection rules
⌂-I  Insert a prev. deleted category            ⌂-T  Add/remove category totals
--------------------------------------------------------------------------------

AUTHOR:      DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:      TITLE:        DA
-A---------- -B--------- -C---------- -D---------- -E---------- -F---------- -G
Achenbach    00973        WP           Inservice    Boulder summ Request to s 89
Babcock      00978        WP           Inservice    Boulder summ Request to s 89
Bohner       00974        WP           Inservice    Boulder summ Request to s 89

-------------------------------------------------------------------- More --->
Use options shown above to change report format                  524K Avail.
```

Figure 5-54. The File After The Category Has Been Reinserted.

```
File: DOC.LIBRARY.007              SELECT RECORDS             Escape: Report Format
Report: LIBRARY ENTRIES
Selection:

================================================================================
 1.  DOC. NO:
 2.  DOC. TYPE:
 3.  KEY WORD:
 4.  SUBJECT:
 5.  TITLE:
 6.  AUTHOR:
 7.  DATE:
 8.  DISK NO:
 9.  DOC. FORM:
10.  DOC. RCVR/USER:



--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    524K Avail.
```

Figure 5-55. The Monitor Screen After Entering The Rule Selection Option.

(a) Press the OPEN-APPLE and the "I" keys at the same time to start the insert process (see Figure 5-53).

(b) Press the RETURN key once. The category has been reinserted (see Figure 5-54).

(5) Setting rules by which records are selected for printing.

(a) Press the OPEN-APPLE and the "R" keys at the same time (see Figure 5-55).

(b) Press the DOWN-ARROW key several times to highlight the AUTHOR category.

(c) Press the RETURN key once (see Figure 5-56).

```
File: DOC.LIBRARY.007                SELECT RECORDS          Escape: Report Format
Report: LIBRARY ENTRIES
Selection: AUTHOR:

================================================================================

 1.  equals
 2.  is greater than
 3.  is less than
 4.  is not equal to
 5.  is blank
 6.  is not blank
 7.  contains
 8.  begins with
 9.  ends with
10.  does not contain
11.  does not begin with
12.  does not end with

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        492K Avail.
```

Figure 5-56. The AUTHOR Category Selected For The Rule Setting Process.

(d) Press the DOWN-ARROW key several times to highlight the CONTAINS category.

(e) Press the RETURN key once (see Figure 5-57).

```
File: DOC.LIBRARY.007          SELECT RECORDS          Escape: Report Format
Report: LIBRARY ENTRIES
Selection: AUTHOR: contains

================================================================================

--------------------------------------------------------------------------------
Type comparison information:                                        492K Avail.
```

Figure 5-57. Contains Selected From The Comparison Options.

```
File: DOC.LIBRARY.007          SELECT RECORDS          Escape: Erase entry
Report: LIBRARY ENTRIES
Selection: AUTHOR: contains

================================================================================

--------------------------------------------------------------------------------
Type comparison information: SCHLENKER                              525K Avail.
```

Figure 5-58. The Monitor Screen After Inserting "SCHLENKER."

```
File: DOC.LIBRARY.007              SELECT RECORDS              Escape: Report Format
Report: LIBRARY ENTRIES
Selection: AUTHOR: contains SCHLENKER

================================================================================

 1.  and
 2.  or

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        524K Avail.
```

Figure 5-59. The Monitor Screen Showing One Complete Selection Rule.

```
File: DOC.LIBRARY.007              REPORT FORMAT               Escape: Report Menu
Report: LIBRARY ENTRIES
Selection: AUTHOR: contains SCHLENKER

================================================================================
--> or <--  Move cursor                          ↑-J  Right justify this category
 >  ↑   <   Switch category positions            ↑-K  Define a calculated category
--> ↑  <--  Change column width                  ↑-N  Change report name and/or title
↑-A  Arrange (sort) on this category            ↑-O  Printer options
↑-D  Delete this category                       ↑-P  Print the report
↑-G  Add/remove group totals                    ↑-R  Change record selection rules
↑-I  Insert a prev. deleted category            ↑-T  Add/remove category totals
--------------------------------------------------------------------------------
AUTHOR:      DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:      TITLE:        DA
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- -G
Achenbach    00973        WP           Inservice    Boulder summ Request to s 89
Babcock      00978        WP           Inservice    Boulder summ Request to s 89
Bohner       00974        WP           Inservice    Boulder summ Request to s 89

--------------------------------------------------------------------- More --->
Use options shown above to change report format                      524K Avail.
```

Figure 5-60. The Monitor After Escaping The Rule Selection Option.

(f) Type Pink (or whatever other word you would like, based upon the data base with which you are working). Figure 5-58 shows the monitor screen after completing this step.

(g) Press the RETURN key (see Figure 5-59). The top of shows a complete selection rule. If you desire to continue with this option, follow the directions provided on the screen.

(h) Press the ESC key once (see Figure 5-60).

(8) Selecting print options.

(a) Press the OPEN-APPLE and the "O" keys at the same time. Your screen now changes to look like Figure 5-61.

```
File: DOC.LIBRARY.007          PRINTER OPTIONS          Escape: Report Format
Report: LIBRARY ENTRIES
================================================================================

-------Left and right margins--------      ------Top and bottom margins-------
PW: Platen Width              8.0 inches    PL: Paper Length           11.0 inches
LM: Left Margin               0.0 inches    TM: Top Margin              0.0 inches
RM: Right Margin              0.0 inches    BM: Bottom Margin           2.0 inches
CI: Chars per Inch             10           LI: Lines per Inch           6

    Line width                8.0 inches        Printing length         9.0 inches
    Char per line (est)       80                Lines per page          54

                    ---------------------Formatting options---------------------
                    SC:  Send Special Codes to printer                      No
                    PD:  Print a Dash when an entry is blank                No
                    PH:  Print report Header at top of each page            Yes
                         Single, Double or Triple Spacing (SS/DS/TS)        SS


--------------------------------------------------------------------------------
Type a two letter option code                                    524K Avail.
```

Figure 5-61. Print Option Menu.

```
File: DOC.LIBRARY.007              PRINTER OPTIONS              Escape: Erase entry
Report: LIBRARY ENTRIES
================================================================================

-------Left and right margins--------      ------Top and bottom margins-------
PW: Platen Width          8.0 inches      PL: Paper Length         11.0 inches
LM: Left Margin           0.0 inches      TM: Top Margin            0.0 inches
RM: Right Margin          0.0 inches      BM: Bottom Margin         2.0 inches
CI: Chars per Inch         10             LI: Lines per Inch        6

    Line width            8.0 inches          Printing length      9.0 inches
    Char per line (est)   80                  Lines per page       54

          --------------------Formatting options--------------------
          SC:  Send Special Codes to printer                    No
          PD:  Print a Dash when an entry is blank              No
          PH:  Print report Header at top of each page          Yes
               Single, Double or Triple Spacing (SS/DS/TS)      SS


--------------------------------------------------------------------------------
Type a two letter option code  TS                                 524K Avail.
```

Figure 5-62. Monitor Screen Showing TS Typed.

(b) Type TS and then consult Figure 5-62.

```
File: DOC.LIBRARY.007              PRINTER OPTIONS              Escape: Report Format
Report: LIBRARY ENTRIES
================================================================================

-------Left and right margins--------      ------Top and bottom margins-------
PW: Platen Width          8.0 inches      PL: Paper Length         11.0 inches
LM: Left Margin           0.0 inches      TM: Top Margin            0.0 inches
RM: Right Margin          0.0 inches      BM: Bottom Margin         2.0 inches
CI: Chars per Inch         10             LI: Lines per Inch        6

    Line width            8.0 inches          Printing length      9.0 inches
    Char per line (est)   80                  Lines per page       54

          --------------------Formatting options--------------------
          SC:  Send Special Codes to printer                    No
          PD:  Print a Dash when an entry is blank              No
          PH:  Print report Header at top of each page          Yes
               Single, Double or Triple Spacing (SS/DS/TS)      TS


--------------------------------------------------------------------------------
Type a two letter option code                                     524K Avail.
```

Figure 5-63. The Monitor Screen After TS has Been Entered.

```
File: DOC.LIBRARY.007          REPORT FORMAT          Escape: Report Menu
Report: LIBRARY ENTRIES
Selection: AUTHOR: contains SCHLENKER

================================================================================
--> or <--  Move cursor                    ó-J  Right justify this category
 >  ó   <   Switch category positions      ó-K  Define a calculated category
--> ó  <--  Change column width           ó-N  Change report name and/or title
ó-A  Arrange (sort) on this category      ó-O  Printer options
ó-D  Delete this category                 ó-P  Print the report
ó-G  Add/remove group totals              ó-R  Change record selection rules
ó-I  Insert a prev. deleted category      ó-T  Add/remove category totals
--------------------------------------------------------------------------------

AUTHOR:      DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:      TITLE:        DA
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- -G
Achenbach    00973        WP           Inservice    Boulder summ Request to s 89
Babcock      00978        WP           Inservice    Boulder summ Request to s 89
Bohner       00974        WP           Inservice    Boulder summ Request to s 89

-------------------------------------------------------------------- More --->
Use options shown above to change report format                  524K Avail.
```

Figure 5-64. The Monitor After Exiting The Print Options.

(c) Press the RETURN key once and then compare Figures 5-62 and 5-63. Note in Figure 5-63 that the SS seen in Figure 5-62 has changed to TS indicating the file, when printed, will be triple spaced. The print options shown on this menu may be changed using the same process as as was used to change the spacing.

(d) Press the ESC key once (see Figure 5-64).

04. Printing.

a. Press the OPEN-APPLE and the "P" keys at the same time and follow the directions provided on the screen (see Figure 5-65).

```
File: DOC.LIBRARY.007          PRINT THE REPORT          Escape: Report Format
Report: LIBRARY ENTRIES
Selection: AUTHOR: contains SCHLENKER

================================================================================

                    Where do you want to print the report?

                    1.  ImageWriter
                    2.  EPSON
                    3.  The screen
                    4.  The clipboard (for the Word Processor)
                    5.  The clipboard (for Mail Merge)
                    6.  A text (ASCII) file on disk
                    7.  A DIF (TM) file on disk


--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    524K Avail.
```

Figure 5-65. The Monitor Screen Showing The Different Printer Options.

```
File:   DOC.LIBRARY.007                                          Page 1
Report: LIBRARY ENTRIES                                          90MAR08
Selection: AUTHOR: contains SCHLENKER
AUTHOR:      DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:        DA
-----------  -----------  -----------  -----------  -----------  ------------  --
Schlenker    00963        WP           SCHEDULE     Science Coor 89SEP07-15    89
Schlenker/Da 00979        WP           Inservice    Boulder summ Request to s  89
Schlenker/Da 00969        WP           Inservice    Boulder summ Request to s  89
Schlenker/Da 00968        WP           Inservice    Boulder summ Request to s  89
Schlenker/Da 00967        WP           Inservice    Boulder summ Request to s  89

Press Space Bar to continue                                      524K Avail.
```

Figure 5-66. A Portion Of The File Printed To The Screen.

b. If want an idea of what the file will look like when it is actually printed:

(1) Highlight the "Screen" option.

(2) Press the RETURN key and see Figure 5-66, for an example of a printed file using the selection rule and the TS print option. For a more complete discussion of the Printer Options, consult the Labels Format discussion above in step 02.

CHAPTER SIX

OBTAINING HELP WITH DATA BASE FILES

S
T
E
P
S

DIRECTIONS

01. In The Beginning. Bring your data base file on to the desktop. Your screen will appear similar to the example shown in Figure 6-1.

File: DB01288.008 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO	SCHOO	APPLICANT	GRADE	MENTOR	SPONSOR	APP. FEE	PAPER REC.
	KADEN	PREBLE, ANNA	11	WEAVER, DAN	WEAVER	PD	YES
2	KADEN	MCMILLAN, DAVINA	11	LAMOREAUX	WEAVER	PD	YES
3	KADEN	SPENCER, JULIE	12	LCDR HAMBERG US	WEAVER	PD	YES
4	KADEN	LEONARD, NINA COURT	8	MAJ COPPOLA, US	WEAVER	PD	YES
5	KADEN	REYHER, KRISTEN K.	8	LCDR HOLENBERG	WEAVER	PD	YES
6	KINNI	HOLMES, MARIGOLD SE	12	STARRINE	STARRIN	PD	YES
7	MC PE	CHANDRA, SONIA K.	HS	JESSUP	JESSUP	PD	YES
8.	MC PE	SAMTANI, VONITA H.	HS	JESSUP	JESSUP	PD	YES
9	MC PE	LEY, ANDREA	HS	JESSUP	JESSUP	PD	NO
10	KUBAS	CHERRY, LUNN	HS	GRUBER	MARSHAL	PD	YES
11	EDGRE	HEPLER, WILLIAM C.	8	ALEXANDER	BLAYDON	PD	YES
12	EDGRE	SEDERWALL, ELLIE	8	ALEXANDER	BLAYDON	PD	NO
13	KING	SHABAZZ, AUIRA HASN	11	GRIMMS	TRAYLOR	PD	NO
14	YOKOT	RICE, ANGLA J.	HS	WEBER	WEBER	PD	YES
15	YOKOT	JOQUIST, LEIF	HS	WEBER	WEBER	PD	NO

Type entry or use ά commands ά-? for Help

Figure 6-1. Example Data Base File.

02. Help List.

a. Examining the list.

(1) Press the OPEN-APPLE key and while it is held down, press the "?" key. Your monitor screen will appear identical to the one shown in Figure 6-2.

```
File: DB01288.008                    HELP              Escape: Review/Add/Change

═══════════════════════════════════════════════════════════════════════════════
                    ⌘-A   Arrange (sort) on this category
                    ⌘-C   Copy records (includes cut and paste)
                    ⌘-D   Delete records
                    ⌘-F   Find all records that contain.....
                    ⌘-I   Insert new records before the
                          current record
                    ⌘-L   Change record layout
                    ⌘-M   Move records (cut and paste)
-------------------------------------------------------------------------------
Use arrows to see remainder of Help                              514K Avail.
```

Figure 6-2. The Monitor Screen Showing One Third Of The Monitor Screen.

```
File: DB01288.008                    HELP              Escape: Review/Add/Change

═══════════════════════════════════════════════════════════════════════════════
                    ⌘-N   Change name of file.  Insert,
                          delete, and rename categories
                    ⌘-P   Print reports
                    ⌘-R   Change record selection rules
                    ⌘-V   Set/remove standard values for
                          a category
                    ⌘-Z   Zoom In to one record, Zoom Out
                          to multiple records
                    ⌘-"   Copy entry directly above
                          (multiple-record layout only)
-------------------------------------------------------------------------------
Use arrows to see remainder of Help                              514K Avail.
```

Figure 6-3. The Monitor Screen Showing The Second Third Of The Help List.

(2) Press the DOWN-ARROW key until OPEN-APPLE-N is at the top of the monitor screen. The screen now looks like Figure 6-3.

(3) Press the DOWN-ARROW key until RETURN is at the top of the screen. The monitor screen now shows the remainder of the help list (see Figure 6-4).

File: DB01288.008 HELP Escape: Review/Add/Change

RETURN	Accept
TAB	Go to next category
ó-TAB	Go to previous category
Up/Down arrows	Go up or down
ó-Up arrow	Back up a full screen
ó-Down arrow	Go forward a full screen
ó-1 through ó-9	Go to beginning of file through Go to end of file

Use arrows to see remainder of Help 514K Avail.

Figure 6-4. The Last Third Of The Help List.

b. Copying the list.

(1) Insure that your printer is properly connected and has paper fed to it.

(2) Press the OPEN-APPLE and the "H" keys at the same time. This action will cause a screen dump or cause the printer to print exactly what is seen on the screen.

(3) When the printer stops printing, press the UP-ARROW key several times until OPEN-APPLE-N is at the top of the screen.

(4) Press the OPEN-APPLE and the "H" keys at the same time.

(5) When the printer stops printing, advance the paper to the beginning of the next page of paper.

(6) Press the UP-ARROW key several times until the original

third of the "Help" list is shown on the screen.

(7) Press the OPEN-APPLE and the "H" keys at the same time.

```
File: DB01288.008              REVIEW/ADD/CHANGE              Escape: Main Menu
Selection: All records

NO SCHOO APPLICANT              GRADE MENTOR              SPONSOR APP. FEE PAPER REC.
=================================================================================
1  KADEN PREBLE, ANNA           11    WEAVER, DAN         WEAVER  PD       YES
2  KADEN MCMILLAN, DAVINA       11    LAMOREAUX           WEAVER  PD       YES
3  KADEN SPENCER, JULIE         12    LCDR HAMBERG US     WEAVER  PD       YES
4  KADEN LEONARD, NINA COURT    8     MAJ COPPOLA, US     WEAVER  PD       YES
5  KADEN REYHER, KRISTEN K.     8     LCDR HOLENBERG      WEAVER  PD       YES
6  KINNI HOLMES, MARIGOLD SE    12    STARRINE            STARRIN PD       YES
7  MC PE CHANDRA, SONIA K.      HS    JESSUP              JESSUP  PD       YES
8. MC PE SAMTANI, VONITA H.     HS    JESSUP              JESSUP  PD       YES
9  MC PE LEY, ANDREA            HS    JESSUP              JESSUP  PD       NO
10 KUBAS CHERRY, LUNN           HS    GRUBER              MARSHAL PD       YES
11 EDGRE HEPLER, WILLIAM C.     8     ALEXANDER           BLAYDON PD       YES
12 EDGRE SEDERWALL, ELLIE       8     ALEXANDER           BLAYDON PD       NO
13 KING  SHABAZZ, AUIRA HASN    11    GRIMMS              TRAYLOR PD       NO
14 YOKOT RICE, ANGLA J.         HS    WEBER               WEBER   PD       YES
15 YOKOT JOQUIST, LEIF          HS    WEBER               WEBER   PD       NO
---------------------------------------------------------------------------------
Type entry or use ά commands                                    ά-? for Help
```

Figure 6-5. The Monitor Screen After Exiting The Help List.

```
File: DB01288.008              ARRANGE (SORT)        Escape: Review/Add/Change
Selection: All records

=================================================================================

                This file will be arranged on
                this category: APPLICANT

                Arrangement order:

                     1.  From A to Z
                     2.  From Z to A
                     3.  From 0 to 9
                     4.  From 9 to 0




---------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        514K Avail.
```

Figure 6-6. The Arrange Menu.

c. Exiting the "Help" list. The options you have just copied cannot be used until you exit the OPEN-APPLE-H option. Press the ESC key once. Your screen now appears similar to the example shown in Figure 6-5.

d. Using the "Help" list options.

(1) Arranging the file.

(a) Place the cursor on the category of the data base you desire to arrange. Remember, categories or fields run from the top to the bottom of the data base file.

(b) Press the OPEN-APPLE and the "A" keys at the same time (see Figure 6-6).

(c) Select the type of arrangement you want to do on the category.

(d) Press the RETURN key once. Figure 6-7 shows the result of the rearrangement.

File: DB01288.008 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO	SCHOO	APPLICANT	GR	MENTOR	SPONSOR	AP	PAPE	COMP	PO	WI	NO	SEX	ROOM
90	USN	J -	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	-
88	US	AR -	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	-
89	US	AR -	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	-
86	UNIVE	LILJESTRAND, HOWARD	KE	NA	NA	NA	NA	NA	NA	NA	NA	M	-
87	UNIVE	MCCELLEND, BLINDA E	WI	NA	NA	NA	NA	NA	NA	NA	NA	F	-
34	TAEGU	GUTHMILLER, DARRELL	NA	NA	GUTHMIL	NA	NA	NA	NA	NA	NA	M	-
30	TAEGU	SINGLETON, TOMOKA	HS	GUTHMI	GUTHMIL	PD	YES	NO	-	-	-	F	-
31	TAEGU	NEWLANDS, RAE ANN	HS	GUTHMI	GUTHMIL	PD	NO	NO	NA	-	-	F	-
33	TAEGU	MOORE, RYAN	HS	GUTHMI	GUTHMIL	PD	YES	NO	-	-	-	M	-
32	TAEGU	MOORE, ROXANNE	HS	GUTHMI	GUTHMIL	PD	YES	NO	-	-	-	F	-
64	SEOUL	OLMSTEAD, ANTHONY K	HS	CHAN	CHAN	PD	YES	YES	-	-	-	M	-
65	SEOUL	LESSING, MICHAEL	HS	CHAN	CHAN	PD	YES	YES	-	-	-	F	-
61	SEOUL	FRIED, JASON	HS	CHAN	CHAN	PD	YES	NO	-	-	-	M	-
62	SEOUL	BURKS, KATHLEEN A.	HS	CHAN	CHAN	PD	YES	YES	-	-	-	F	-
63	SEOUL	BRIGHT, SONIA	HS	CHAN	CHAN	PD	YES	YES	-	-	-	F	-

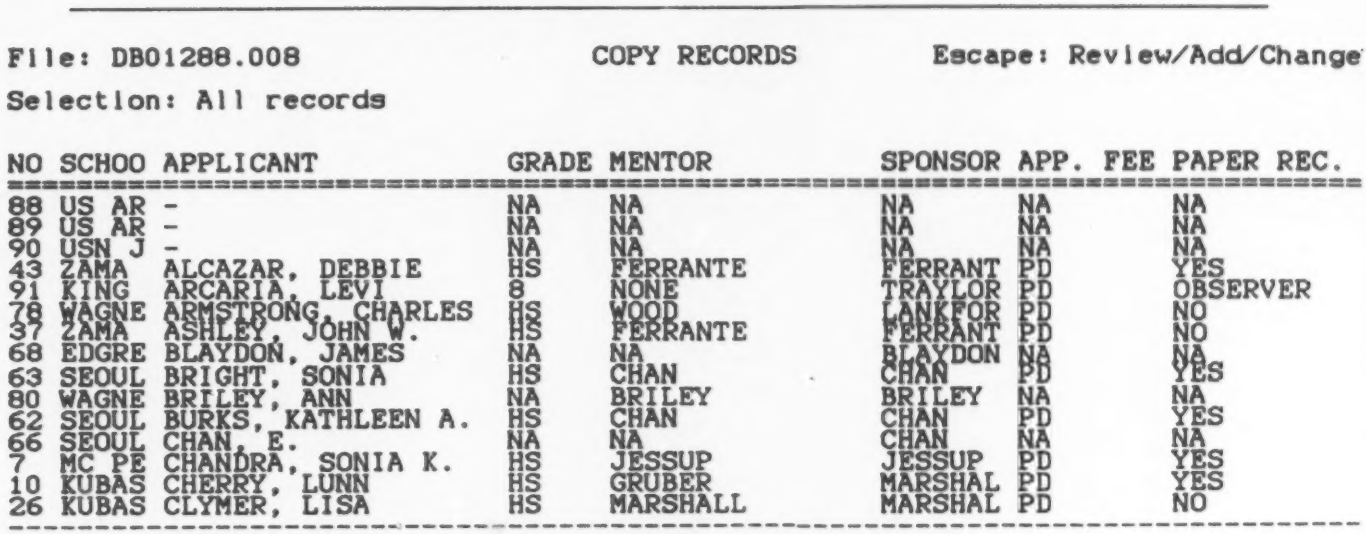
Type entry or use ó commands ó-? for Help

Figure 6-7. The Rearranged File.

(2) Copying part or all of the file.

(a) Press the OPEN-APPLE and the "C" keys at the same time. The screen changes to appear like the

example shown in Figure 6-8.



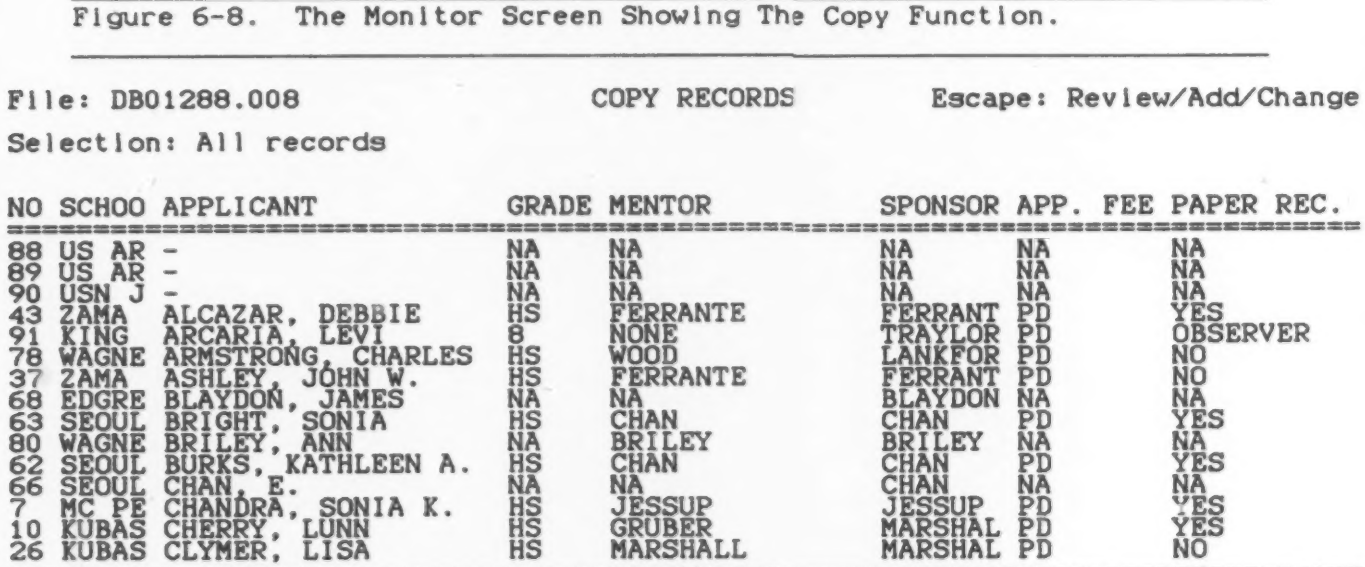
File: DB01288.008 COPY RECORDS Escape: Review/Add/Change

Selection: All records

NO	SCHOO	APPLICANT	GRADE	MENTOR	SPONSOR	APP. FEE	PAPER REC.
88	US AR	-	NA	NA	NA	NA	NA
89	US AR	-	NA	NA	NA	NA	NA
90	USN J	-	NA	NA	NA	NA	NA
43	ZAMA	ALCAZAR, DEBBIE	HS	FERRANTE	FERRANT	PD	YES
91	KING	ARCARIA, LEVI	8	NONE	TRAYLOR	PD	OBSERVER
78	WAGNE	ARMSTRONG, CHARLES	HS	WOOD	LANKFOR	PD	NO
37	ZAMA	ASHLEY, JOHN W.	HS	FERRANTE	FERRANT	PD	NO
68	EDGRE	BLAYDON, JAMES	NA	NA	BLAYDON	NA	NA
63	SEOUL	BRIGHT, SONIA	HS	CHAN	CHAN	PD	YES
80	WAGNE	BRILEY, ANN	NA	BRILEY	BRILEY	NA	NA
62	SEOUL	BURKS, KATHLEEN A.	HS	CHAN	CHAN	PD	YES
66	SEOUL	CHAN, E.	NA	NA	CHAN	NA	NA
7	MC PE	CHANDRA, SONIA K.	HS	JESSUP	JESSUP	PD	YES
10	KUBAS	CHERRY, LUNN	HS	GRUBER	MARSHAL	PD	YES
26	KUBAS	CLYMER, LISA	HS	MARSHALL	MARSHAL	PD	NO

Copy? Current record To clipboard From clipboard

Figure 6-8. The Monitor Screen Showing The Copy Function.



File: DB01288.008 COPY RECORDS Escape: Review/Add/Change

Selection: All records

NO	SCHOO	APPLICANT	GRADE	MENTOR	SPONSOR	APP. FEE	PAPER REC.
88	US AR	-	NA	NA	NA	NA	NA
89	US AR	-	NA	NA	NA	NA	NA
90	USN J	-	NA	NA	NA	NA	NA
43	ZAMA	ALCAZAR, DEBBIE	HS	FERRANTE	FERRANT	PD	YES
91	KING	ARCARIA, LEVI	8	NONE	TRAYLOR	PD	OBSERVER
78	WAGNE	ARMSTRONG, CHARLES	HS	WOOD	LANKFOR	PD	NO
37	ZAMA	ASHLEY, JOHN W.	HS	FERRANTE	FERRANT	PD	NO
68	EDGRE	BLAYDON, JAMES	NA	NA	BLAYDON	NA	NA
63	SEOUL	BRIGHT, SONIA	HS	CHAN	CHAN	PD	YES
80	WAGNE	BRILEY, ANN	NA	BRILEY	BRILEY	NA	NA
62	SEOUL	BURKS, KATHLEEN A.	HS	CHAN	CHAN	PD	YES
66	SEOUL	CHAN, E.	NA	NA	CHAN	NA	NA
7	MC PE	CHANDRA, SONIA K.	HS	JESSUP	JESSUP	PD	YES
10	KUBAS	CHERRY, LUNN	HS	GRUBER	MARSHAL	PD	YES
26	KUBAS	CLYMER, LISA	HS	MARSHALL	MARSHAL	PD	NO

Use cursor moves to highlight records, then press Return _ 514K Avail.

Figure 6-9. The Monitor After Selecting The "To Clipboard " Option.

(b) There are three options. With "Current Record, To

Clipboard" and, "From Clipboard."

(c) Highlight the, "To Clipboard" option and press RETURN (see Figure 6-9).

(d) Note the additional directions provided at the bottom of the screen. If you want to continue, use the ARROW keys as directed and then press the RETURN key once. When data base records are copied to the clipboard, they can be transferred from the clipboard to another data base file or to another location in the same data base.

(e) Press the ESC key once and then compare the screen with the picture you see in Figure 6-10.

File: DB01288.008 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO	SCHOO	APPLICANT	GRADE	MENTOR	SPONSOR	APP. FEE	PAPER REC.
88	US AR	-	NA	NA	NA	NA	NA
89	US AR	-	NA	NA	NA	NA	NA
90	USN J	-	NA	NA	NA	NA	NA
43	ZAMA	ALCAZAR, DEBBIE	HS	FERRANTE	FERRANT	PD	YES
91	KING	ARCARIA, LEVI	8	NONE	TRAYLOR	PD	OBSERVER
78	WAGNE	ARMSTRONG, CHARLES	HS	WOOD	LANKFOR	PD	NO
37	ZAMA	ASHLEY, JOHN W.	HS	FERRANTE	FERRANT	PD	NO
68	EDGRE	BLAYDON, JAMES	NA	NA	BLAYDON	NA	NA
63	SEOUL	BRIGHT, SONIA	HS	CHAN	CHAN	PD	YES
80	WAGNE	BRILEY, ANN	NA	BRILEY	BRILEY	NA	NA
62	SEOUL	BURKS, KATHLEEN A.	HS	CHAN	CHAN	PD	YES
66	SEOUL	CHAN, E.	NA	NA	CHAN	NA	NA
7	MC PE	CHANDRA, SONIA K.	HS	JESSUP	JESSUP	PD	YES
10	KUBAS	CHERRY, LUNN	HS	GRUBER	MARSHAL	PD	YES
26	KUBAS	CLYMER, LISA	HS	MARSHALL	MARSHAL	PD	NO

Type entry or use ⌂ commands ⌂-? for Help

Figure 6-10. The Data Base File.

(f) Press the OPEN-APPLE and the "C" at the same time. This time, we'll copy individual records.

(g) With the "Current Record" selection highlighted, Press the RETURN key. The monitor screen should appear like the example shown in Figure 6-11.

File: DB01288.008 COPY RECORDS Escape: Review/Add/Change

Selection: All records

NO	SCHOO	APPLICANT	GRADE	MENTOR	SPONSOR	APP. FEE	PAPER REC.
88	US AR	-	NA	NA	NA	NA	NA
89	US AR	-	NA	NA	NA	NA	NA
90	USN J	-	NA	NA	NA	NA	NA
43	ZAMA	ALCAZAR, DEBBIE	HS	FERRANTE	FERRANT	PD	YES
91	KING	ARCARIA, LEVI	8	NONE	TRAYLOR	PD	OBSERVER
78	WAGNE	ARMSTRONG, CHARLES	HS	WOOD	LANKFOR	PD	NO
37	ZAMA	ASHLEY, JOHN W.	HS	FERRANTE	FERRANT	PD	NO
68	EDGRE	BLAYDON, JAMES	NA	NA	BLAYDON	NA	NA
63	SEOUL	BRIGHT, SONIA	HS	CHAN	CHAN	PD	YES
80	WAGNE	BRILEY, ANN	NA	BRILEY	BRILEY	NA	NA
62	SEOUL	BURKS, KATHLEEN A.	HS	CHAN	CHAN	PD	YES
66	SEOUL	CHAN, E.	NA	NA	CHAN	NA	NA
7	MC PE	CHANDRA, SONIA K.	HS	JESSUP	JESSUP	PD	YES
10	KUBAS	CHERRY, LUNN	HS	GRUBER	MARSHAL	PD	YES
26	KUBAS	CLYMER, LISA	HS	MARSHALL	MARSHAL	PD	NO

How many copies of current record? (Max 99) 514K Avail.

Figure 6-11. The Monitor Screen After Selecting The "Current Record" Option.

File: DB01288.008 COPY RECORDS Escape: Erase entry

Selection: All records

NO	SCHOO	APPLICANT	GRADE	MENTOR	SPONSOR	APP. FEE	PAPER REC.
88	US AR	-	NA	NA	NA	NA	NA
89	US AR	-	NA	NA	NA	NA	NA
90	USN J	-	NA	NA	NA	NA	NA
43	ZAMA	ALCAZAR, DEBBIE	HS	FERRANTE	FERRANT	PD	YES
91	KING	ARCARIA, LEVI	8	NONE	TRAYLOR	PD	OBSERVER
78	WAGNE	ARMSTRONG, CHARLES	HS	WOOD	LANKFOR	PD	NO
37	ZAMA	ASHLEY, JOHN W.	HS	FERRANTE	FERRANT	PD	NO
68	EDGRE	BLAYDON, JAMES	NA	NA	BLAYDON	NA	NA
63	SEOUL	BRIGHT, SONIA	HS	CHAN	CHAN	PD	YES
80	WAGNE	BRILEY, ANN	NA	BRILEY	BRILEY	NA	NA
62	SEOUL	BURKS, KATHLEEN A.	HS	CHAN	CHAN	PD	YES
66	SEOUL	CHAN, E.	NA	NA	CHAN	NA	NA
7	MC PE	CHANDRA, SONIA K.	HS	JESSUP	JESSUP	PD	YES
10	KUBAS	CHERRY, LUNN	HS	GRUBER	MARSHAL	PD	YES
26	KUBAS	CLYMER, LISA	HS	MARSHALL	MARSHAL	PD	NO

How many copies of current record? (Max 99) 10 514K Avail.

Figure 6-12. The Monitor Screen With The Number Of Copies Typed.

(h) With the cursor at the beginning of the record you

wish to copy, type the number of copies you want to make. Figure 6-12 shows an example of the monitor screen after you have complete this process.

```
File: DB01288.008                REVIEW/ADD/CHANGE              Escape: Main Menu
Selection: All records

NO SCHOO APPLICANT                    GRADE MENTOR          SPONSOR APP. FEE PAPER REC.
=============================================================================
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
89 US AR -                            NA    NA              NA      NA       NA
90 USN J -                            NA    NA              NA      NA       NA
43 ZAMA  ALCAZAR, DEBBIE              HS    FERRANTE        FERRANT PD       YES
91 KING  ARCARIA, LEVI                8     NONE            TRAYLOR PD       OBSERVER
-----------------------------------------------------------------------------
Type entry or use ć commands                                      ć-? for Help
```

Figure 6-13. The Monitor Screen Showing Multiple Copies Of a Record.

```
File: DB01288.008                DELETE RECORDS          Escape: Review/Add/Change
Selection: All records

NO SCHOO APPLICANT                    GRADE MENTOR          SPONSOR APP. FEE PAPER REC.
=============================================================================
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
88 US AR -                            NA    NA              NA      NA       NA
89 US AR -                            NA    NA              NA      NA       NA
90 USN J -                            NA    NA              NA      NA       NA
43 ZAMA  ALCAZAR, DEBBIE              HS    FERRANTE        FERRANT PD       YES
91 KING  ARCARIA, LEVI                8     NONE            TRAYLOR PD       OBSERVER
-----------------------------------------------------------------------------
Use cursor moves to highlight records, then press Return              514K Avail.
```

Figure 6-14. The Monitor Screen Showing The Delete Option Selected.

(1) Press the RETURN key once and examine Figure 6-13. Notice that the record you wanted copied has been copied as many times as you requested.

(3) Deleting part of a file.

(a) Place the cursor under the first letter of the first duplicated record.

(b) Press the OPEN-APPLE and the "D" keys at the same time (see Figure 6-14).

(c) Follow the directions at the bottom of the monitor screen, highlighting the remainder of the copies of the duplicated record.

(d) Press the RETURN key once and examine Figure 6-15.

File: DB01288.008 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO	SCHOO	APPLICANT	GR	MENTOR	SPONSOR	AP	PAPE	COMP	PO	WI	NO	SEX	ROOM
88	US AR	-	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	-
89	US AR	-	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	-
90	USN J	-	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	-
43	ZAMA	ALCAZAR, DEBBIE	HS	FERRAN	FERRANT	PD	YES	YES	-	-	-	F	-
91	KING	ARCARIA, LEVI	8	NONE	TRAYLOR	PD	OBSE	OBSE	NA	NA	-	M	-
78	WAGNE	ARMSTRONG, CHARLES	HS	WOOD	LANKFOR	PD	NO	NO	NA	-	-	M	-
37	ZAMA	ASHLEY, JOHN W.	HS	FERRAN	FERRANT	PD	NO	NO	NA	-	-	M	-
68	EDGRE	BLAYDON, JAMES	NA	NA	BLAYDON	NA	NA	NA	NA	NA	NA	F	-
63	SEOUL	BRIGHT, SONIA	HS	CHAN	CHAN	PD	YES	YES	-	-	-	F	-
80	WAGNE	BRILEY, ANN	NA	BRILEY	BRILEY	NA	NA	NO	NA	NA	NA	F	-
62	SEOUL	BURKS, KATHLEEN A.	HS	CHAN	CHAN	PD	YES	YES	-	-	-	F	-
66	SEOUL	CHAN, E.	NA	NA	CHAN	NA	NA	NA	NA	NA	NA	F	-
7	MC PE	CHANDRA, SONIA K.	HS	JESSUP	JESSUP	PD	YES	YES	-	-	-	F	-
10	KUBAS	CHERRY, LUNN	HS	GRUBER	MARSHAL	PD	YES	NO	-	-	-	F	-
26	KUBAS	CLYMER, LISA	HS	MARSHA	MARSHAL	PD	NO	NO	NA	-	-	F	-

Type entry or use á commands á-? for Help

Figure 6-15. The File After Deleting The Records That Were Duplicated.

(4) Finding a record.

(a) Insure that the cursor is located somewhere on the first record of the file.

(b) Press the OPEN-APPLE and the "F" keys at the same time. Your screen will appear similar to the example shown in Figure 6-16.

```
File: DB01288.008                FIND RECORDS          Escape: Review/Add/Change
Find all records that contain

================================================================================




--------------------------------------------------------------------------------
Type comparison information: _                                      514K Avail.
```

Figure 6-16. The Monitor Screen With The Find Function Selected.

```
File: DB01288.008                FIND RECORDS          Escape: Review/Add/Change
Find all records that contain DONALD DUCK

================================================================================

                          No records match your request


--------------------------------------------------------------------------------
Press Space Bar to continue                                         514K Avail.
```

Figure 6-17. The Monitor Screen Showing That None Of The Records In The Data Base Contain The Information Requested In The Selection Rule.

(c) Type the word or words for which you want the computer to search. An example is shown in Figure 6-17. The computer will bring to the screen, all records containing the word or words for which it searched, or you will receive the message shown in Figure 6-17.

(d) Press the SPACE BAR once.

(e) Press the ESC key once to return to the data base. Your monitor screen again appears similar to the example shown in Figure 6-18.

File: DB01288.008 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO	SCHOO	APPLICANT	GR	MENTOR	SPONSOR	AP	PAPE	COMP	PO	WI	NO	SEX	ROOM
38	ZAMA	WANG, ERNIE	8	FERRAN	FERRANT	PD	NO	NO	NA	-	-	M	-
36	ZAMA	FARRANTE, TONY	NA	NA	FERRANT	NA	NA	NA	NA	NA	NA	M	-
45	ZAMA	WRIGHT, CANDICE LYN	HS	MC GIN	FERRANT	PD	NO	NO	NA	-	-	F	-
41	ZAMA	WONG, TRISTINE	HS	MC GIN	FERRANT	PD	YES	YES	-	-	-	F	-
47	ZAMA	WATANABE, JANET	HS	FERANT	FERRANT	PD	NO	NO	NA	-	-	F	-
49	ZAMA	VELASQUEZ, ARLENE L	HS	FERANT	FERRANT	PD	YES	NO	-	-	-	F	-
42	ZAMA	TSUBAKO, ANITA	HS	MC GIN	FERRANT	PD	YES	YES	-	-	-	F	-
40	ZAMA	NICKOLAN, KATRINA A	HS	FERRAN	FERRANT	PD	NO	NO	NA	-	-	A	-
48	ZAMA	LINARDO, NAOMI	HS	FERANT	FERRANT	PD	YES	YES	-	-	-	F	-
46	ZAMA	KAM, ROBERT	HS	FERANT	FERRANT	PD	YES	YES	-	-	-	M	-
39	ZAMA	JOHNSON, CHRISTINE	HS	FERRAN	FERRANT	PD	YES	YES	-	-	-	F	-
44	ZAMA	FONVILLE, ANDREA	HS	FERRAN	FERRANT	PD	YES	YES	-	-	-	F	-
37	ZAMA	ASHLEY, JOHN W.	HS	FERRAN	FERRANT	PD	NO	NO	NA	-	-	M	-
43	ZAMA	ALCAZAR, DEBBIE	HS	FERRAN	FERRANT	PD	YES	YES	-	-	-	F	-
20	YOKOT	WEBER, CHUCK	NA	NA	WEBER,	NA	NA	NA	NA	NA	NA	M	-

Type entry or use ó commands ó-? for Help

Figure 6-18. The Data Base File

(5) Inserting one or more additional records.

(a) Place the cursor under the first letter of the record before which you want to insert an additional record.

(b) Press the OPEN-APPLE and the "I" key at the same time. Your screen should now appear like the example shown in Figure 6-19.

```
File: DB01288.008              INSERT NEW RECORDS      Escape: Review/Add/Change

Record 5 of 96
================================================================================
NO.: -
SCHOOL: -
APPLICANT: -
GRADE: -
MENTOR: -
SPONSOR: -
APP. FEE: -
PAPER REC.: -
COMPUTER DISC REC.: -
POSTER SESSION: -
WINNER: -
NO SHOW: -
SEX: -
ROOM ASSN.: -

--------------------------------------------------------------------------------
Type entry or use ć commands                                        514K Avail.
```

Figure 6-19. The Monitor Screen With The Insert Option Selected.

```
File: DB01288.008              REVIEW/ADD/CHANGE          Escape: Main Menu
Selection: All records

NO SCHOO APPLICANT              GRADE MENTOR          SPONSOR APP. FEE PAPER REC.
================================================================================
88 US AR -                      NA    NA              NA      NA       NA
89 US AR -                      NA    NA              NA      NA       NA
90 USN J -                      NA    NA              NA      NA       NA
43 ZAMA  ALCAZAR, DEBBIE        HS    FERRANTE        FERRANT PD       YES
-  -     -                      -     -               -       -        -
91 KING  ARCARIA, LEVI          8     NONE            TRAYLOR PD       OBSERVER
78 WAGNE ARMSTRONG, CHARLES     HS    WOOD            LANKFOR PD       NO
37 ZAMA  ASHLEY, JOHN W.        HS    FERRANTE        FERRANT PD       NO
68 EDGRE BLAYDON, JAMES         NA    NA              BLAYDON NA       NA
63 SEOUL BRIGHT, SONIA          HS    CHAN            CHAN    PD       YES
80 WAGNE BRILEY, ANN            NA    BRILEY          BRILEY  NA       NA
62 SEOUL BURKS, KATHLEEN A.     HS    CHAN            CHAN    PD       YES
66 SEOUL CHAN, E.               NA    NA              CHAN    NA       NA
7  MC PE CHANDRA, SONIA K.      HS    JESSUP          JESSUP  PD       YES
10 KUBAS CHERRY, LUNN           HS    GRUBER          MARSHAL PD       YES
--------------------------------------------------------------------------------
Type entry or use ć commands                                    ć-? for Help
```

Figure 6-20. The Data Base With A New Record Inserted.

(c) Press the RETURN key once or type information in the first category and then press the RETURN key

once.

(d) Press the OPEN-APPLE and the "Z" keys at the same time (see Figure 6-20).

(6) Changing the record layout.

(a) Press the OPEN-APPLE and "L" keys at the same time (see Figure 6-21).

```
File: DB01288.008              CHANGE RECORD LAYOUT     Escape: Review/Add/Change

================================================================================

                    --> or <--   Move cursor
                     >  ó  <     Switch category positions
                    --> ó  <--   Change column width
                    ó-D          Delete this category
                    ó-I          Insert a previously deleted category

--------------------------------------------------------------------------------
NO SCHOO APPLICANT            GRADE MENTOR           SPONSOR APP. FEE PAPER REC.
-- ----- -------------------- ----- ---------------- ------- -------- ----------
88 US AR                      NA    NA               NA      NA       NA
89 US AR                      NA    NA               NA      NA       NA
90 USN J                      NA    NA               NA      NA       NA

-------------------------------------------------------------------- More --->
Use options shown above to change record layout                   514K Avail.
```

Figure 6-21. The Monitor Screen With The Layout Option Selected.

(b) Alter the file using the directions provided on the screen. A point to remember here is that no matter what action you take (like deleting the wrong category etc.) the information is not lost as long as the computer remains energized. In addition, if the original file was saved on a data disk, it is still there (see Figure 6-22).

```
File: DB01288.008              CHANGE RECORD LAYOUT     Escape: Review/Add/Change

================================================================================

                    --> or <--   Move cursor
                     >  ⌂   <    Switch category positions
                    --> ⌂  <--   Change column width
                    ⌂-D          Delete this category
                    ⌂-I          Insert a previously deleted category

--------------------------------------------------------------------------------

NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI NO  SEX ROOM ASSN.
-- ------ --------- -- ------ ------- --- ----- ---- -- -- --- --- ----------
88 US ARM           NA NA     NA      NA  NA    NA   NA NA NA  M
89 US ARM           NA NA     NA      NA  NA    NA   NA NA NA  M
90 USN JU           NA NA     NA      NA  NA    NA   NA NA NA  M

--------------------------------------------------------------------- More --->
Use options shown above to change record layout                  514K Avail.
```

Figure 6-22. The Monitor Screen Showing The Altered Data Base File.

(c) Press the ESC key once (see Figure 6-23).

```
File: DB01288.008              CHANGE RECORD LAYOUT     Escape: Review/Add/Change

================================================================================

                    What direction should the cursor
                    go when you press Return?

                         1.  Down (standard)
                         2.  Right

--------------------------------------------------------------------------------

NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI NO  SEX ROOM ASSN.
-- ------ --------- -- ------ ------- --- ----- ---- -- -- --- --- ----------
88 US ARM           NA NA     NA      NA  NA    NA   NA NA NA  M
89 US ARM           NA NA     NA      NA  NA    NA   NA NA NA  M
90 USN JU           NA NA     NA      NA  NA    NA   NA NA NA  M

--------------------------------------------------------------------- More --->
Type number, or use arrows, then press Return                    514K Avail.
```

Figure 6-23. Escaping The Alter Layout Process.

(d) Press the ESC key once (see Figure 6-24).

```
File: DB01288.008              REVIEW/ADD/CHANGE              Escape: Main Menu
Selection: All records

NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI NO  SEX ROOM ASSN.
=================================================================================
88 US ARM -          NA NA     NA      NA  NA    NA   NA NA NA  M   -
89 US ARM -          NA NA     NA      NA  NA    NA   NA NA NA  M   -
90 USN JU -          NA NA     NA      NA  NA    NA   NA NA NA  M   -
43 ZAMA H ALCAZAR,   HS FERRAN FERRANT PD  YES   YES  -  -  -   F   -
-  -      -          -  -      -       -   -     -    -  -  -   -   -
91 KING   ARCARIA,   8  NONE   TRAYLOR PD  OBSER OBSE NA NA -   M   -
78 WAGNER ARMSTRONG  HS WOOD   LANKFOR PD  NO    NO   NA -  -   M   -
37 ZAMA H ASHLEY, J  HS FERRAN FERRANT PD  NO    NO   NA -  -   M   -
68 EDGREN BLAYDON,   NA NA     BLAYDON NA  NA    NA   NA NA NA  F   -
63 SEOUL  BRIGHT, S  HS CHAN   CHAN    PD  YES   YES  -  -  -   F   -
80 WAGNER BRILEY, A  NA BRILEY BRILEY  NA  NA    NO   NA NA NA  F   -
62 SEOUL  BURKS, KA  HS CHAN   CHAN    PD  YES   YES  -  -  -   F   -
66 SEOUL  CHAN, E.   NA NA     CHAN    NA  NA    NA   NA NA NA  F   -
7  MC PER CHANDRA,   HS JESSUP JESSUP  PD  YES   YES  -  -  -   F   -
10 KUBASA CHERRY, L  HS GRUBER MARSHAL PD  YES   NO   -  -  -   F   -
---------------------------------------------------------------------------------
Type entry or use ć commands                                    ć-? for Help
```

Figure 6-24. The Monitor Screen Showing An Example Of An Altered File.

```
File: DB01288.008              MOVE RECORDS          Escape: Review/Add/Change
Selection: All records

NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI NO  SEX ROOM ASSN.
=================================================================================
88 US ARM -          NA NA     NA      NA  NA    NA   NA NA NA  M   -
89 US ARM -          NA NA     NA      NA  NA    NA   NA NA NA  M   -
90 USN JU -          NA NA     NA      NA  NA    NA   NA NA NA  M   -
43 ZAMA H ALCAZAR,   HS FERRAN FERRANT PD  YES   YES  -  -  -   F   -
-  -      -          -  -      -       -   -     -    -  -  -   -   -
91 KING   ARCARIA,   8  NONE   TRAYLOR PD  OBSER OBSE NA NA -   M   -
78 WAGNER ARMSTRONG  HS WOOD   LANKFOR PD  NO    NO   NA -  -   M   -
37 ZAMA H ASHLEY, J  HS FERRAN FERRANT PD  NO    NO   NA -  -   M   -
68 EDGREN BLAYDON,   NA NA     BLAYDON NA  NA    NA   NA NA NA  F   -
63 SEOUL  BRIGHT, S  HS CHAN   CHAN    PD  YES   YES  -  -  -   F   -
80 WAGNER BRILEY, A  NA BRILEY BRILEY  NA  NA    NO   NA NA NA  F   -
62 SEOUL  BURKS, KA  HS CHAN   CHAN    PD  YES   YES  -  -  -   F   -
66 SEOUL  CHAN, E.   NA NA     CHAN    NA  NA    NA   NA NA NA  F   -
7  MC PER CHANDRA,   HS JESSUP JESSUP  PD  YES   YES  -  -  -   F   -
10 KUBASA CHERRY, L  HS GRUBER MARSHAL PD  YES   NO   -  -  -   F   -
---------------------------------------------------------------------------------
Move records?  To clipboard  From clipboard
```

Figure 6-25. The Monitor Screen After The Move Option Is Entered.

(7) Moving records.

(a) Press the OPEN-APPLE and the "M" keys at the same time (see Figure 6-25).

(b) Select the "To Clipboard" option by pressing the RETURN key once.

(c) Using the DOWN-ARROW key, highlight the records you want to move.

(d) Press the RETURN key once (see Figure 6-26).

File: DB01288.008 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO	SCHOOL	APPLICANT	GR	MENTOR	SPONSOR	APP	PAPER	COMP	PO	WI	NO	SEX	ROOM ASSN.
88	US ARM	-	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	-
89	US ARM	-	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	-
90	USN JU	-	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	-
43	ZAMA H	ALCAZAR,	HS	FERRAN	FERRANT	PD	YES	YES	-	-	-	F	-
62	SEOUL	BURKS, KA	HS	CHAN	CHAN	PD	YES	YES	-	-	-	F	-
66	SEOUL	CHAN, E.	NA	NA	CHAN	NA	NA	NA	NA	NA	NA	F	-
7	MC PER	CHANDRA,	HS	JESSUP	JESSUP	PD	YES	YES	-	-	-	F	-
10	KUBASA	CHERRY, L	HS	GRUBER	MARSHAL	PD	YES	NO	-	-	-	F	-
26	KUBASA	CLYMER, L	HS	MARSHA	MARSHAL	PD	NO	NO	NA	-	-	F	-
82	WAGNER	CRUZ, PHO	8	BRILEY	BRILEY	PD	YES	YES	2	-	-	F	-
92	KING	DIMAYUGO,	8	NONE	TRAYLOR	-	OBSER	OBSE	NA	NA	-	F	-
77	WAGNER	DISCH, JE	HS	WOOD	LANKFOR	PD	NO	NO	NA	-	-	F	-
67	DEWEY	DUNKLE, D	NA	NA	DUNKLE,	NA	NA	NA	NA	NA	NA	M	-
36	ZAMA H	FARRANTE,	NA	NA	FERRANT	NA	NA	NA	NA	NA	NA	M	-
25	KUBASA	FILIPCZUK	HS	BYONES	MARSHAL	PD	YES	NO	NA	-	-	F	-

Type entry or use ↓ commands ↓-? for Help

Figure 6-26. The Monitor Screen Showing The File After The Records Have Been Moved To The Clipboard.

(e) Move the cursor under the first letter of the first word in the record above which you want to move the records placed on the clipboard in the previous step. Note that the records do not need to be reinserted in this data base file but can be moved to another.

(f) Press the OPEN-APPLE and the "M" keys at the same time.

(g) Highlight the "From Clipboard" option using the RIGHT-ARROW key.

```
File: DB01288.008              REVIEW/ADD/CHANGE              Escape: Main Menu
Selection: All records

NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI NO  SEX ROOM ASSN.
- -      -         -  -      -       -   -     -    -  -  -   -   -
91 KING   ARCARIA,  8  NONE   TRAYLOR PD  OBSER OBSE NA NA -   M   -
78 WAGNER ARMSTRONG HS WOOD   LANKFOR PD  NO    NO   NA -  -   M   -
37 ZAMA H ASHLEY, J HS FERRAN FERRANT PD  NO    NO   NA -  -   M   -
68 EDGREN BLAYDON,  NA NA     BLAYDON NA  NA    NA   NA NA NA  F   -
63 SEOUL  BRIGHT, S HS CHAN   CHAN    PD  YES   YES  -  -  -   F   -
80 WAGNER BRILEY, A NA BRILEY BRILEY  NA  NA    NO   NA NA NA  F   -
88 US ARM -         NA NA     NA      NA  NA    NA   NA NA NA  M   -
89 US ARM -         NA NA     NA      NA  NA    NA   NA NA NA  M   -
90 USN JU -         NA NA     NA      NA  NA    NA   NA NA NA  M   -
43 ZAMA H ALCAZAR,  HS FERRAN FERRANT PD  YES   YES  -  -  -   F   -
62 SEOUL  BURKS, KA HS CHAN   CHAN    PD  YES   YES  -  -  -   F   -
66 SEOUL  CHAN, E.  NA NA     CHAN    NA  NA    NA   NA NA NA  F   -
7  MC PER CHANDRA,  HS JESSUP JESSUP  PD  YES   YES  -  -  -   F   -
10 KUBASA CHERRY, L HS GRUBER MARSHAL PD  YES   NO   -  -  -   F   -
Type entry or use ć commands                                  ć-? for Help
```

Figure 6-27. The Monitor Screen Showing The File After Moving Several Records From The Clipboard Back Into The File.

```
File: DB01288.008          CHANGE NAME/CATEGORY     Escape: Review/Add/Change

Category names
NO.                                  | Options:
SCHOOL                               |
APPLICANT                            | Change filename
GRADE                                | Return     Go to first category
MENTOR                               |
SPONSOR                              |
APP. FEE                             |
PAPER REC.                           |
COMPUTER DISC REC.                   |
POSTER SESSION                       |
WINNER                               |
NO SHOW                              |
SEX                                  |
ROOM ASSN.                           |
Type filename:  DB01288.008                                   516K Avail.
```

Figure 6-28. The Monitor Screen After Entering The Name Change Option.

(h) Press the RETURN key and then compare your monitor screen with the example shown in Figure 6-27.

(8) Changing file names. This is an extremely important option because it allows you to change the name of a file and store it without destroying the original file.

(a) Press the OPEN-APPLE and the "N" keys at the same time (see Figure 6-28).

(b) Alter the name by typing the new name of the file (see Figure 6-29).

```
File: DB01288.008              CHANGE NAME/CATEGORY Escape: Restore former entry


Category names
================================================================================
NO.                                          |
SCHOOL                                       | Options:
APPLICANT                                    |
GRADE                                        | Change filename
MENTOR                                       | Return     Go to first category
SPONSOR                                      |
APP. FEE                                     |
PAPER REC.                                   |
COMPUTER DISC REC.                           |
POSTER SESSION                               |
WINNER                                       |
NO SHOW                                      |
SEX                                          |
ROOM ASSN.                                   |
                                             |
--------------------------------------------------------------------------------
Type filename:  JR.SCI.SYMPOS                                      516K Avail.
```

Figure 6-29. The Monitor Screen After A New Name Has Been Typed.

(c) Press the RETURN key once

(d) Press the ESC key once and then look at Figure 6-30. Note that the new file name has been entered and now appears in the upper left corner of the screen.

```
File: JR.SCI.SYMPOS              REVIEW/ADD/CHANGE              Escape: Main Menu
Selection: All records

NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI NO  SEX ROOM ASSN.
=================================================================================
-  -      -         -  -      -       -   -     -    -  -  -   -   -
91 KING   ARCARIA,  8  NONE   TRAYLOR PD  OBSER OBSE NA NA -   M   -
78 WAGNER ARMSTRONG HS WOOD   LANKFOR PD  NO    NO   NA -  -   M   -
37 ZAMA H ASHLEY, J HS FERRAN FERRANT PD  NO    NO   NA -  -   M   -
68 EDGREN BLAYDON,  NA NA     BLAYDON NA  NA    NA   NA NA NA  F   -
63 SEOUL  BRIGHT, S HS CHAN   CHAN    PD  YES   YES  -  -  -   F   -
80 WAGNER BRILEY, A NA BRILEY BRILEY  NA  NA    NO   NA NA NA  F   -
88 US ARM -         NA NA     NA      NA  NA    NA   NA NA NA  M   -
89 US ARM -         NA NA     NA      NA  NA    NA   NA NA NA  M   -
90 USN JU -         NA NA     NA      NA  NA    NA   NA NA NA  M   -
43 ZAMA H ALCAZAR,  HS FERRAN FERRANT PD  YES   YES  -  -  -   F   -
62 SEOUL  BURKS, KA HS CHAN   CHAN    PD  YES   YES  -  -  -   F   -
66 SEOUL  CHAN, E.  NA NA     CHAN    NA  NA    NA   NA NA NA  F   -
7  MC PER CHANDRA,  HS JESSUP JESSUP  PD  YES   YES  -  -  -   F   -
10 KUBASA CHERRY, L HS GRUBER MARSHAL PD  YES   NO   -  -  -   F   -
---------------------------------------------------------------------------------
Type entry or use ć commands                                    ć-? for Help
```

Figure 6-30. The Monitor Screen Showing The File With The Name Change Entered.

```
File: JR.SCI.SYMPOS              SELECT RECORDS        Escape: Review/Add/Change
Selection:

=================================================================================
 1.  NO.
 2.  SCHOOL
 3.  APPLICANT
 4.  GRADE
 5.  MENTOR
 6.  SPONSOR
 7.  APP. FEE
 8.  PAPER REC.
 9.  COMPUTER DISC REC.
10.  POSTER SESSION
11.  WINNER
12.  NO SHOW
13.  SEX
14.  ROOM ASSN.

---------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       516K Avail.
```

Figure 6-31. The Screen After Entering The Record Selection Rule.

(9) Selection rules for finding specific records. This

option allows you to set up to three rules by which the computer will search for a specific record. Your search may include up to three records.

(a) Press the OPEN-APPLE and the "R" keys at the same time (see Figure 6-31).

(b) Highlight the category that you wish to use for comparison by using the DOWN-ARROW key.

(c) Press the RETURN key once (see Figure 6-32).

```
File: JR.SCI.SYMPOS              SELECT RECORDS        Escape: Review/Add/Change
Selection: PAPER REC.

================================================================================

 1.  equals
 2.  is greater than
 3.  is less than
 4.  is not equal to
 5.  is blank
 6.  is not blank
 7.  contains
 8.  begins with
 9.  ends with
10.  does not contain
11.  does not begin with
12.  does not end with

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      516K Avail.
```

Figure 6-32. The Monitor Screen After Selecting The Category To Be Used To Locate A Record.

(d) Choose the type of comparison you wish to make by highlighting that choice. To do this, use the ARROW keys.

(e) Press the RETURN key once (see Figure 6-33).

```
File: JR.SCI.SYMPOS                SELECT RECORDS        Escape: Review/Add/Change
Selection: PAPER REC. equals

================================================================================


--------------------------------------------------------------------------------
Type comparison information:                                        516K Avail.
```

Figure 6-33. The Monitor Screen After The Type Of Comparison Information Has Been Entered In The Computer.

```
File: JR.SCI.SYMPOS                SELECT RECORDS        Escape: Erase entry
Selection: PAPER REC. equals

================================================================================


--------------------------------------------------------------------------------
Type comparison information: YES                                    516K Avail.
```

Figure 6-34. The Monitor Screen Showing The Information Typed.

(f) Type the information for which you wish the

computer to search (see the example in Figure 6-34).

```
File: JR.SCI.SYMPOS                SELECT RECORDS        Escape: Review/Add/Change
Selection: PAPER REC. equals YES

================================================================================

 1.  and
 2.  or
 3.  through




--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        516K Avail.
```

Figure 6-35. The Monitor Screen Showing The Comparison Information Entered.

```
File: JR.SCI.SYMPOS                REVIEW/ADD/CHANGE              Escape: Main Menu
Selection: PAPER REC. equals YES

NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI NO  SEX ROOM ASSN.
================================================================================
63 SEOUL  BRIGHT, S HS CHAN   CHAN    PD  YES   YES  -  -  -   F   -
43 ZAMA H ALCAZAR,  HS FERRAN FERRANT PD  YES   YES  -  -  -   F   -
62 SEOUL  BURKS, KA HS CHAN   CHAN    PD  YES   YES  -  -  -   F   -
7  MC PER CHANDRA,  HS JESSUP JESSUP  PD  YES   YES  -  -  -   F   -
10 KUBASA CHERRY, L HS GRUBER MARSHAL PD  YES   NO   -  -  -   F   -
82 WAGNER CRUZ, PHO 8  BRILEY BRILEY  PD  YES   YES  2  -  -   F   -
25 KUBASA FILIPCZUK HS BYONES MARSHAL PD  YES   NO   NA -  -   F   -
44 ZAMA H FONVILLE, HS FERRAN FERRANT PD  YES   YES  -  -  -   F   -
61 SEOUL  FRIED, JA HS CHAN   CHAN    PD  YES   NO   -  -  -   M   -
54 EDGREN HEARN, JA HS BLAYDO BLAYDON PD  YES   YES  -  -  -   M   -
11 EDGREN HEPLER, W 8  ALEXAN BLAYDON PD  YES   YES  1  -  -   M   -
6  KINNIC HOLMES, M 12 STARRI STARRIN PD  YES   NO   -  -  -   F   -
53 EDGREN JACKSON,  HS BLAYDO BLAYDON PD  YES   YES  -  -  -   F   -
39 ZAMA H JOHNSON,  HS FERRAN FERRANT PD  YES   YES  -  -  -   F   -
21 YOKOTA JORDAN, T HS WEBER  WEBER   PD  YES   NO   -  -  -   F   -
--------------------------------------------------------------------------------
Type entry or use ⌂ commands                                    ⌂-? for Help
```

Figure 6-36. The Screen After Escaping The Rule Drafting Option.

(g) Press the RETURN key (see Figure 6-35).

(h) To continue the process, highlight "and, or, through" and press the RETURN key or press the ESC key to use only one rule.

(i) Press the ESC key (see Figure 6-36). The Figure shows all records selected using the rule drafted above.

(j) Press the OPEN-APPLE and the "R" keys at the same time. Your screen now appears like the example shown in Figure 6-37.

File: JR.SCI.SYMPOS SELECT RECORDS Escape: Review/Add/Change

Selection: PAPER REC. equals YES

==========

Select all records? No Yes

Figure 6-37. Step One In Returning All File Records To The Screen.

(k) Use the RIGHT-ARROW key to highlight the "Yes" Option.

(l) Press the RETURN key (see Figure 6-38).

```
File: JR.SCI.SYMPOS              REVIEW/ADD/CHANGE              Escape: Main Menu
Selection: All records

NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI NO  SEX ROOM ASSN.
================================================================================
-  -      -         -  -      -       -   -     -    -  -  -   -   -
91 KING   ARCARIA,  8  NONE   TRAYLOR PD  OBSER OBSE NA NA -   M   -
78 WAGNER ARMSTRONG HS WOOD   LANKFOR PD  NO    NO   NA -  -   M   -
37 ZAMA H ASHLEY, J HS FERRAN FERRANT PD  NO    NO   NA -  -   M   -
68 EDGREN BLAYDON,  NA NA     BLAYDON NA  NA    NA   NA NA NA  F   -
63 SEOUL  BRIGHT, S HS CHAN   CHAN    PD  YES   YES  -  -  -   F   -
80 WAGNER BRILEY, A NA BRILEY BRILEY  NA  NA    NO   NA NA NA  F   -
88 US ARM -         NA NA     NA      NA  NA    NA   NA NA NA  M   -
89 US ARM -         NA NA     NA      NA  NA    NA   NA NA NA  M   -
90 USN JU -         NA NA     NA      NA  NA    NA   NA NA NA  M   -
43 ZAMA H ALCAZAR,  HS FERRAN FERRANT PD  YES   YES  -  -  -   F   -
62 SEOUL  BURKS, KA HS CHAN   CHAN    PD  YES   YES  -  -  -   F   -
66 SEOUL  CHAN, E.  NA NA     CHAN    NA  NA    NA   NA NA NA  F   -
7  MC PER CHANDRA,  HS JESSUP JESSUP  PD  YES   YES  -  -  -   F   -
10 KUBASA CHERRY, L HS GRUBER MARSHAL PD  YES   NO   -  -  -   F   -
--------------------------------------------------------------------------------
Type entry or use ć commands                                    ć-? for Help
```

Figure 6-38. The Screen After Exiting The Record Selection Option.

```
File: JR.SCI.SYMPOS              REVIEW/ADD/CHANGE              Escape: Main Menu
Selection: All records

Record 6 of 96
================================================================================
NO.: 63
SCHOOL: SEOUL HS
APPLICANT: BRIGHT, SONIA
GRADE: HS
MENTOR: CHAN
SPONSOR: CHAN
APP. FEE: PD
PAPER REC.: YES
COMPUTER DISC REC.: YES
POSTER SESSION: -
WINNER: -
NO SHOW: -
SEX: F
ROOM ASSN.: -

--------------------------------------------------------------------------------
Type entry or use ć commands                                    ć-? for Help
```

Figure 6-39. The Monitor Screen After Zooming In On One Record.

(10) Zooming in on one record.

(a) Place the cursor directly under a record that you wish to examine.

File: JR.SCI.SYMPOS REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO	SCHOOL	APPLICANT	GR	MENTOR	SPONSOR	APP	PAPER	COMP	PO	WI	NO	SEX	ROOM ASSN.
63	SEOUL	BRIGHT, S	HS	CHAN	CHAN	PD	YES	YES	-	-	-	F	-
80	WAGNER	BRILEY, A	NA	BRILEY	BRILEY	NA	NA	NO	NA	NA	NA	F	-
88	US ARM	-	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	-
89	US ARM	-	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	-
90	USN JU	-	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	-
43	ZAMA H	ALCAZAR,	HS	FERRAN	FERRANT	PD	YES	YES	-	-	-	F	-
62	SEOUL	BURKS, KA	HS	CHAN	CHAN	PD	YES	YES	-	-	-	F	-
66	SEOUL	CHAN, E.	NA	NA	CHAN	NA	NA	NA	NA	NA	NA	F	-
7	MC PER	CHANDRA,	HS	JESSUP	JESSUP	PD	YES	YES	-	-	-	F	-
10	KUBASA	CHERRY, L	HS	GRUBER	MARSHAL	PD	YES	NO	-	-	-	F	-
26	KUBASA	CLYMER, L	HS	MARSHA	MARSHAL	PD	NO	NO	NA	-	-	F	-
82	WAGNER	CRUZ, PHO	8	BRILEY	BRILEY	PD	YES	YES	2	-	-	F	-
92	KING	DIMAYUGO,	8	NONE	TRAYLOR	-	OBSER	OBSE	NA	NA	-	F	-
77	WAGNER	DISCH, JE	HS	WOOD	LANKFOR	PD	NO	NO	NA	-	-	F	-
67	DEWEY	DUNKLE, D	NA	NA	DUNKLE,	NA	NA	NA	NA	NA	NA	M	-

Type entry or use ć commands ć-? for Help

Figure 6-40. The Monitor Screen After Returning To The All Records Format.

File: JR.SCI.SYMPOS REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO	SCHOOL	APPLICANT	GR	MENTOR	SPONSOR	APP	PAPER	COMP	PO	WI	NO	SEX	ROOM ASSN.
-	-	-	-	-	-	-	-	-	-	-	-	-	-
91	KING	ARCARIA,	8	NONE	TRAYLOR	PD	OBSER	OBSE	NA	NA	-	M	-
78	WAGNER	ARMSTRONG	HS	WOOD	LANKFOR	PD	NO	NO	NA	-	-	M	-
37	ZAMA H	ASHLEY, J	HS	FERRAN	FERRANT	PD	NO	NO	NA	-	-	M	-
68	EDGREN	BLAYDON,	NA	NA	BLAYDON	NA	NA	NA	NA	NA	NA	F	-
63	SEOUL	BRIGHT, S	HS	CHAN	CHAN	PD	YES	YES	-	-	-	F	-
80	WAGNER	BRILEY, A	NA	BRILEY	BRILEY	NA	NA	NO	NA	NA	NA	F	-
88	US ARM	-	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	-
89	US ARM	-	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	-
90	USN JU	-	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	-
43	ZAMA H	ALCAZAR,	HS	FERRAN	FERRANT	PD	YES	YES	-	-	-	F	-
62	SEOUL	BURKS, KA	HS	CHAN	CHAN	PD	YES	YES	-	-	-	F	-
66	SEOUL	CHAN, E.	NA	NA	CHAN	NA	NA	NA	NA	NA	NA	F	-
7	MC PER	CHANDRA,	HS	JESSUP	JESSUP	PD	YES	YES	-	-	-	F	-
10	KUBASA	CHERRY, L	HS	GRUBER	MARSHAL	PD	YES	NO	-	-	-	F	-

Type entry or use ć commands ć-? for Help

Figure 6-41. The File Before Duplicating Information In One Category.

(b) Press the OPEN-APPLE and the "Z" keys at the same time (see Figure 6-39).

(c) Press the OPEN-APPLE and the "Z" keys at the same time to return to all records (see Figure 6-40).

(11) Copying an entry. This option is used when you have one or more successive entries in a category that are all the same.

(a) Suppose you have 10 successive records, all of which have the same entry in the first category, say the first category (the DOC. NO. category in Figure 6-41).

(b) Duplicate 10 blank records as follows (this process can be accomplished also by inserting blank records as described above):

i. Zoom in on the last record of the file so that it appears similar to the example shown in Figure 6-42.

```
File: DB01288.008              REVIEW/ADD/CHANGE              Escape: Main Menu
Selection: All records

Record 95 of 95
================================================================================
NO.: 5
SCHOOL: ZAMA HS
APPLICANT: WRIGHT, CANDICE LYNN
GRADE: HS
MENTOR: MC GINNIS
SPONSOR: FERRANTE
APP. FEE: PD
PAPER REC.: NO
COMPUTER DISC REC.: NO
POSTER SESSION: NA
WINNER: -
NO SHOW: -
SEX: F
ROOM ASSN.: -

--------------------------------------------------------------------------------
Type entry or use ó commands                                    ó-? for Help
```

Figure 6-42. The File Record After Zooming In On It.

ii. Move the cursor to the bottom category and press the RETURN key. You should receive the message shown in Figure 6-43.

```
File: JR.SCI.SYMPOS              INSERT NEW RECORDS      Escape: Review/Add/Change
Selection: All records

Record 96 of 96
================================================================================

                    You are now past the last record
                    of your file and can now start
                    typing new records at the end.




--------------------------------------------------------------------------------
Do you really want to do this?  No  Yes
```

Figure 6-43. The Monitor Screen After Passing The Last Record In The File.

```
File: JR.SCI.SYMPOS              INSERT NEW RECORDS      Escape: Review/Add/Change


Record 97 of 97
================================================================================
NO.: -
SCHOOL: -
APPLICANT: -
GRADE: -
MENTOR: -
SPONSOR: -
APP. FEE: -
PAPER REC.: -
COMPUTER DISC REC.: -
POSTER SESSION: -
WINNER: -
NO SHOW: -
SEX: -
ROOM ASSN.: -
--------------------------------------------------------------------------------
Type entry or use ⌂ commands                                        516K Avail.
```

Figure 6-44. The Monitor Screen Showing A Blank Record.

iii. Highlight "yes" by pressing the RIGHT-ARROW

key.

iv. Press the RETURN key (see Figure 6-44).

```
File: DB01288.008                    COPY RECORDS                    Escape: Erase entry


Record 96 of 96
================================================================================
NO.: -
SCHOOL: -
APPLICANT: -
GRADE: -
MENTOR: -
SPONSOR: -
APP. FEE: -
PAPER REC.: -
COMPUTER DISC REC.: -
POSTER SESSION: -
WINNER: -
NO SHOW: -
SEX: -
ROOM ASSN.: -

--------------------------------------------------------------------------------
How many copies of current record? (Max 99)  9                        516K Avail.
```

Figure 6-45. The Monitor Screen Showing The Numeral "9."

```
File: DB01288.008                 INSERT NEW RECORDS      Escape: Review/Add/Change


Record 96 of 105
================================================================================
NO.: -
SCHOOL: -
APPLICANT: -
GRADE: -
MENTOR: -
SPONSOR: -
APP. FEE: -
PAPER REC.: -
COMPUTER DISC REC.: -
POSTER SESSION: -
WINNER: -
NO SHOW: -
SEX: -
ROOM ASSN.: -

--------------------------------------------------------------------------------
Type entry or use ó commands                                          515K Avail.
```

Figure 6-46. The Monitor Screen Showing The Increase In Records.

v. Press the RETURN key once.

vi. Press the OPEN-APPLE and the "C" key at the same time.

vii. Type the numeral "9" (see Figure 6-45).

viii. Press the RETURN key and examine the screen. Note that the number of records has increased to include the 10 you have just added (Figure 6-46).

ix. Press the OPEN-APPLE and the "Z" keys at the same time to change the format (see Figure 6-47).

File: DB01288.008 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO	SCHOO	APPLICANT	GR	MENTOR	SPONSOR	AP	PAPE	COMP	PO	WI	NO	SEX	ROOM
17	YOKOT	WEBER, DEANNA L.	HS	WEBER	WEBER	PD	NO	NO	NA	-	-	F	-
57	DEWEY	WEIDETZ, ALVIN	HS	DUNKLE	DUNKLE	PD	YES	YES	-	-	-	F	-
41	ZAMA	WONG, TRISTINE	HS	MC GIN	FERRANT	PD	YES	YES	-	-	-	F	-
45	ZAMA	WRIGHT, CANDICE LYN	HS	MC GIN	FERRANT	PD	NO	NO	NA	-	-	F	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-

Type entry or use ó commands ó-? for Help

Figure 6-47. The Monitor Screen Showing The 10 Newly Added Blank Records.

(c) Move the cursor, to the NO category and place it on the record directly under the category having the information to be copied, by using the UP- or DOWN-ARROW keys and if necessary pressing and holding down the OPEN-APPLE key while the TAB key is pressed several times, causing the cursor to jump back categories.

(d) Press and hold down the OPEN-APPLE key and while it is held down, press the " key 10 times. Your

file will appear similar to the example shown in Figure 6-48.

```
File: JR.SCI.SYMPOS              REVIEW/ADD/CHANGE              Escape: Main Menu
Selection: All records

NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI NO  SEX ROOM ASSN.
=============================================================================
20 YOKOTA WEBER, CH NA NA     WEBER,  NA  NA    NA   NA NA NA  M   -
17 YOKOTA WEBER, DE HS WEBER  WEBER   PD  NO    NO   NA -  -   F   -
57 DEWEY  WEIDETZ,  HS DUNKLE DUNKLE  PD  YES   YES  -  -  -   F   -
41 ZAMA H WONG, TRI HS MC GIN FERRANT PD  YES   YES  -  -  -   F   -
45 ZAMA H WRIGHT, C HS MC GIN FERRANT PD  NO    NO   NA -  -   F   -
45 -      -         -  -     -       -   -     -    -  -  -   -   -
45 -      -         -  -     -       -   -     -    -  -  -   -   -
45 -      -         -  -     -       -   -     -    -  -  -   -   -
45 -      -         -  -     -       -   -     -    -  -  -   -   -
45 -      -         -  -     -       -   -     -    -  -  -   -   -
45 -      -         -  -     -       -   -     -    -  -  -   -   -
45 -      -         -  -     -       -   -     -    -  -  -   -   -
45 -      -         -  -     -       -   -     -    -  -  -   -   -
45 -      -         -  -     -       -   -     -    -  -  -   -   -
45 -      -         -  -     -       -   -     -    -  -  -   -   -
-----------------------------------------------------------------------------
Type entry or use ά commands                                   ά-? for Help
```

Figure 6-48. The Monitor Screen Showing The Results Of Duplicating The Category Information.

```
File: JR.SCI.SYMPOS              REVIEW/ADD/CHANGE              Escape: Main Menu
Selection: All records

NO SCHOOL APPLICANT GR MENTOR SPONSOR APP PAPER COMP PO WI NO  SEX ROOM ASSN.
=============================================================================
-  -      -         -  -     -       -   -     -    -  -  -   -   -
91 KING   ARCARIA,  8  NONE  TRAYLOR  PD  OBSER OBSE NA NA -   M   -
78 WAGNER ARMSTRONG HS WOOD  LANKFOR  PD  NO    NO   NA -  -   M   -
37 ZAMA H ASHLEY, J HS FERRAN FERRANT PD  NO    NO   NA -  -   M   -
68 EDGREN BLAYDON,  NA NA    BLAYDON  NA  NA    NA   NA NA NA  F   -
63 SEOUL  BRIGHT, S HS CHAN  CHAN     PD  YES   YES  -  -  -   F   -
80 WAGNER BRILEY, A NA BRILEY BRILEY  NA  NA    NO   NA NA NA  F   -
88 US ARM -         NA NA    NA       NA  NA    NA   NA NA NA  M   -
89 US ARM -         NA NA    NA       NA  NA    NA   NA NA NA  M   -
90 USN JU -         NA NA    NA       NA  NA    NA   NA NA NA  M   -
43 ZAMA H ALCAZAR,  HS FERRAN FERRANT PD  YES   YES  -  -  -   F   -
62 SEOUL  BURKS, KA HS CHAN  CHAN     PD  YES   YES  -  -  -   F   -
66 SEOUL  CHAN, E.  NA NA    CHAN     NA  NA    NA   NA NA NA  F   -
7  MC PER CHANDRA,  HS JESSUP JESSUP  PD  YES   YES  -  -  -   F   -
10 KUBASA CHERRY, L HS GRUBER MARSHAL PD  YES   NO   -  -  -   F   -
-----------------------------------------------------------------------------
Type entry or use ά commands                                   ά-? for Help
```

Figure 6-49. The Monitor Screen Showing The Results Of Exercising The OPEN-APPLE-1 Option.

(12) Moving to the beginning of the file.

(a) Press the OPEN-APPLE and the "1" keys at the same time (see Figure 6-49).

(13) Moving to the end of a file.

(a) Press the OPEN-APPLE and the "9" keys at the same time. The results of this action are shown in Figure 6-50.

File: JR.SCI.SYMPOS REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

NO	SCHOOL	APPLICANT	GR	MENTOR	SPONSOR	APP	PAPER	COMP	PO	WI	NO	SEX	ROOM ASSN.
20	YOKOTA	WEBER, CH	NA	NA	WEBER,	NA	NA	NA	NA	NA	NA	M	-
17	YOKOTA	WEBER, DE	HS	WEBER	WEBER	PD	NO	NO	NA	-	-	F	-
57	DEWEY	WEIDETZ,	HS	DUNKLE	DUNKLE	PD	YES	YES	-	-	-	F	-
41	ZAMA H	WONG, TRI	HS	MC GIN	FERRANT	PD	YES	YES	-	-	-	F	-
45	ZAMA H	WRIGHT, C	HS	MC GIN	FERRANT	PD	NO	NO	NA	-	-	F	-
45	-	-	-	-	-	-	-	-	-	-	-	-	-
45	-	-	-	-	-	-	-	-	-	-	-	-	-
45	-	-	-	-	-	-	-	-	-	-	-	-	-
45	-	-	-	-	-	-	-	-	-	-	-	-	-
45	-	-	-	-	-	-	-	-	-	-	-	-	-
45	-	-	-	-	-	-	-	-	-	-	-	-	-
45	-	-	-	-	-	-	-	-	-	-	-	-	-
45	-	-	-	-	-	-	-	-	-	-	-	-	-
45	-	-	-	-	-	-	-	-	-	-	-	-	-

Type entry or use ó commands ó-? for Help

Figure 6-50. The Monitor Screen Showing The Results Of Exercising The OPEN-APPLE-9 Option.

04. Additional Help. Additional help with data base files may be obtained from the AppleWorks Instruction book.

CHAPTER SEVEN

MERGING DATA BASE AND WORD PROCESSING FILES

INTRODUCTION

At times AppleWorks users need to use information contained in data base files in word processing files. Such is often the case when reports are written. In this chapter, we go through the steps necessary to complete the task of transferring data base file records into wordprocessing files.

S
T
E
P
S

DIRECTIONS

01. File Loading. Bring the data base and the word processing files with which you wish to work from your storage disk to the AppleWorks desktop.

02. Transferring The Data Base File.

    a. Selecting the data base file.

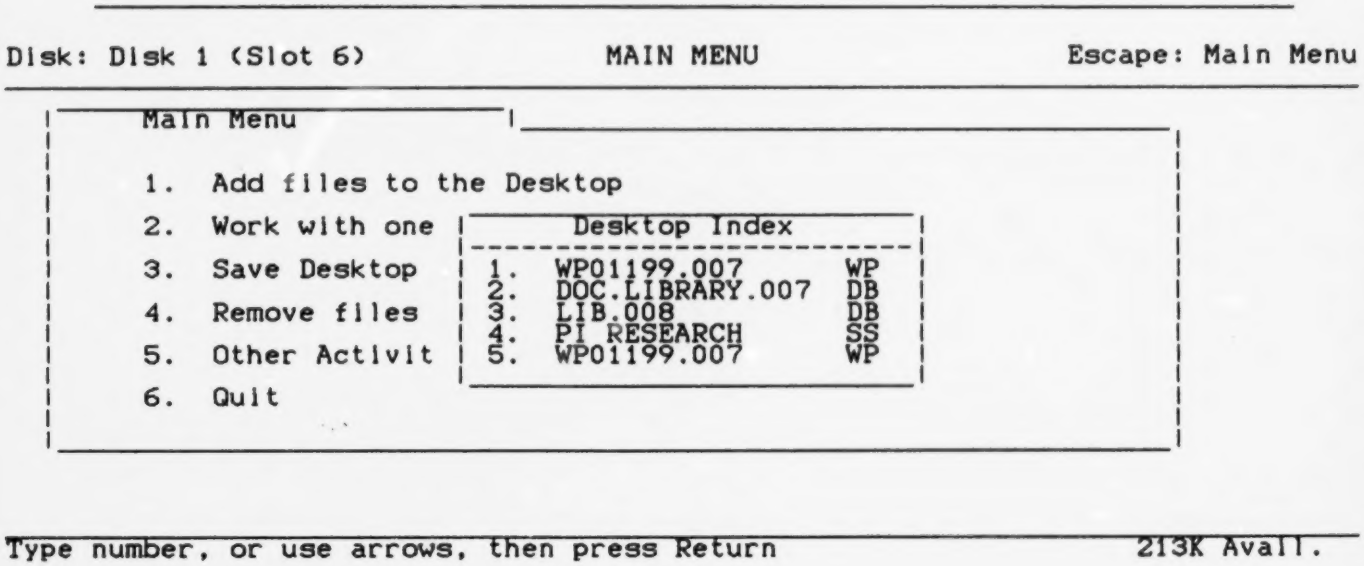


Figure 7-1. The Monitor Screen Showing The Quick Switch Function.

(1) Press the OPEN-APPLE and the "Q" (quick switch) keys at the same time (see Figure 7-1).

(2) Using the DOWN-ARROW key if necessary, highlight the data base file.

(3) Press the RETURN key once. Figure 7-2 shows an example

```
File: JUN.SCI.SYMPOSI          REVIEW/ADD/CHANGE          Escape: Main Menu
Selection: All records

NO SCHOOL APPLICANT GR MENTOR SPONSOR AP PAPE COMP PO WI NO  SEX ROOM ASSN.
==========================================================================
   KADENA PREBLE, A 11 WEAVER WEAVER  PD YES  YES  -  -  -   F   -
2  KADENA MCMILLAN, 11 LAMORE WEAVER  PD YES  YES  -  -  -   F   -
3  KADENA SPENCER,  12 LCDR H WEAVER  PD YES  YES  -  -  -   F   -
4  KADENA LEONARD,  8  MAJ CO WEAVER  PD YES  YES  2  -  -   F   -
5  KADENA REYHER, K 8  LCDR H WEAVER  PD YES  YES  3  -  -   F   -
6  KINNIC HOLMES, M 12 STARRI STARRIN PD YES  NO   -  -  -   F   -
7  MC PER CHANDRA,  HS JESSUP JESSUP  PD YES  YES  -  -  -   F   -
8. MC PER SAMTANI,  HS JESSUP JESSUP  PD YES  YES  -  -  -   F   -
9  MC PER LEY, ANDR HS JESSUP JESSUP  PD NO   NO   NA -  -   F   -
10 KUBASA CHERRY, L HS GRUBER MARSHAL PD YES  NO   -  -  -   F   -
11 EDGREN HEPLER, W 8  ALEXAN BLAYDON PD YES  YES  1  -  -   M   -
12 EDGREN SEDERWALL 8  ALEXAN BLAYDON PD NO   NO   NA -  -   F   -
13 KING   SHABAZZ,  11 GRIMMS TRAYLOR PD NO   NO   NA -  -   F   -
14 YOKOTA RICE, ANG HS WEBER  WEBER   PD YES  NO   -  -  -   F   -
15 YOKOTA JOQUIST,  HS WEBER  WEBER   PD NO   NO   NA -  -   M   -
--------------------------------------------------------------------------
Type entry or use ⌂ commands                                  ⌂-? for Help
```

Figure 7-2. The Monitor Screen Showing An Example Data Base File.

```
File: JUN.SCI.SYMPOSI          REPORT MENU          Escape: Review/Add/Change
Report: None

==========================================================================

                    1. Get a report format
                    2. Create a new "tables" format
                    3. Create a new "labels" format
                    4. Duplicate an existing format
                    5. Erase a format

--------------------------------------------------------------------------
Type number, or use arrows, then press Return                  482K Avail.
```

Figure 7-3. The Monitor Screen After Selecting The Print Option.

of a data base file. We shall transfer this file into a word processing file.

b. Printing The Data Base File To The Clipboard.

(1) Press the OPEN-APPLE and the "P" keys at the same time (see Figure 7-3).

(2) Use the ARROW key if necessary to highlight the "Create a new tables format."

(3) Press the RETURN key once. Your monitor screen should appear similar to the monitor screen picture shown in Figure 7-4.

File: JR.SCI.SYMPOS NAME THE NEW REPORT Escape: Report Menu
Report: None

==========

Type a name for the report: 516K Avail.

Figure 7-4. The Monitor Screen After Selecting The Create Tables Option.

```
File: JUN.SCI.SYMPOSI          NAME THE NEW REPORT          Escape: Erase entry
Report: None

================================================================================

--------------------------------------------------------------------------------
Type a name for the report:  SYMP.SELECTEES                          515K Avail.
```

Figure 7-5. The Monitor Screen Showing An Example Report Name.

(4) Type a name for your report. An example is provided in Figure 7-5.

(5) Press the RETURN key once (see Figure 7-6).

```
File: JUN.SCI.SYMPOSI          REPORT FORMAT          Escape: Report Menu
Report: SYMP.SELECTEES
Selection: All records

================================================================================
--> or <--  Move cursor                    ć-J  Right justify this category
 >  ć   <   Switch category positions      ć-K  Define a calculated category
--> ć  <--  Change column width           ć-N  Change report name and/or title
ć-A  Arrange (sort) on this category      ć-O  Printer options
ć-D  Delete this category                 ć-P  Print the report
ć-G  Add/remove group totals              ć-R  Change record selection rules
ć-I  Insert a prev. deleted category      ć-T  Add/remove category totals
--------------------------------------------------------------------------------

NO.          SCHOOL       APPLICANT     GRADE      MENTOR        SPONSOR      AP
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- -G
1            KADENA       PREBLE, ANNA  11         WEAVER, DAN   WEAVER       PD
2            KADENA       MCMILLAN, DA  11         LAMOREAUX     WEAVER       PD
3            KADENA       SPENCER, JUL  12         LCDR HAMBERG  WEAVER       PD

-------------------------------------------------------------------- More --->
Use options shown above to change report format                  514K Avail.
```

Figure 7-6. The Monitor Screen Showing The Report Name Entered.

(6) Press the OPEN-APPLE and the "P" keys at the same time (see Figure 7-7).

```
File: JR.SCI.SYMPOS                PRINT THE REPORT          Escape: Report Format
Report: SYMP.SELECTEES
Selection: All records

================================================================================

                    Where do you want to print the report?

                    1.  ImageWriter
                    2.  EPSON
                    3.  The screen
                    4.  The clipboard (for the Word Processor)
                    5.  The clipboard (for Mail Merge)
                    6.  A text (ASCII) file on disk
                    7.  A DIF (TM) file on disk


--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      516K Avail.
```

Figure 7-7. The Monitor Screen After Selecting The Print Function A Second Time.

(7) Use the DOWN-ARROW key and highlight the, "The clipboard (for the word processor)" option.

```
File: JR.SCI.SYMPOS                PRINT THE REPORT    Escape: Restore former entry
Report: SYMP.SELECTEES
Selection: All records

================================================================================









--------------------------------------------------------------------------------
Type report date or press Return:                                  516K Avail.
```

Figure 7-8. The Monitor Screen After Selecting The Word Processor Option.

(8) Press the RETURN key once (examine Figure 7-8).

(9) Type today's date (see Figure 7-9).

```
File: JR.SCI.SYMPOS                PRINT THE REPORT    Escape: Restore former entry
Report: SYMP.SELECTEES
Selection: All records

================================================================================




--------------------------------------------------------------------------------
Type report date or press Return:  90MAR09                          516K Avail.
```

Figure 7-9. The Monitor Screen Showing The Date Typed.

(10) Press the RETURN key once.

```
File: JR.SCI.SYMPOS                PRINT THE REPORT          Escape: Report Format
Report: SYMP.SELECTEES
Selection: All records

================================================================================

                    The report is now on the clipboard,
                    and can be moved or copied into Word
                    Processor documents.


--------------------------------------------------------------------------------
Press Space Bar to continue                                         504K Avail.
```

Figure 7-10. The Monitor Screen Showing The Printed To The Clipboard Message.

(11) Examine your monitor screen and compare it with the picture provided in Figure 7-10. You should see a message on the computer monitor screen telling you the your document has been printed to the clipboard. This is your cue that it is time to move from the data base file to your word processor file.

c. Moving To The Word Processor File With Quick Switch.

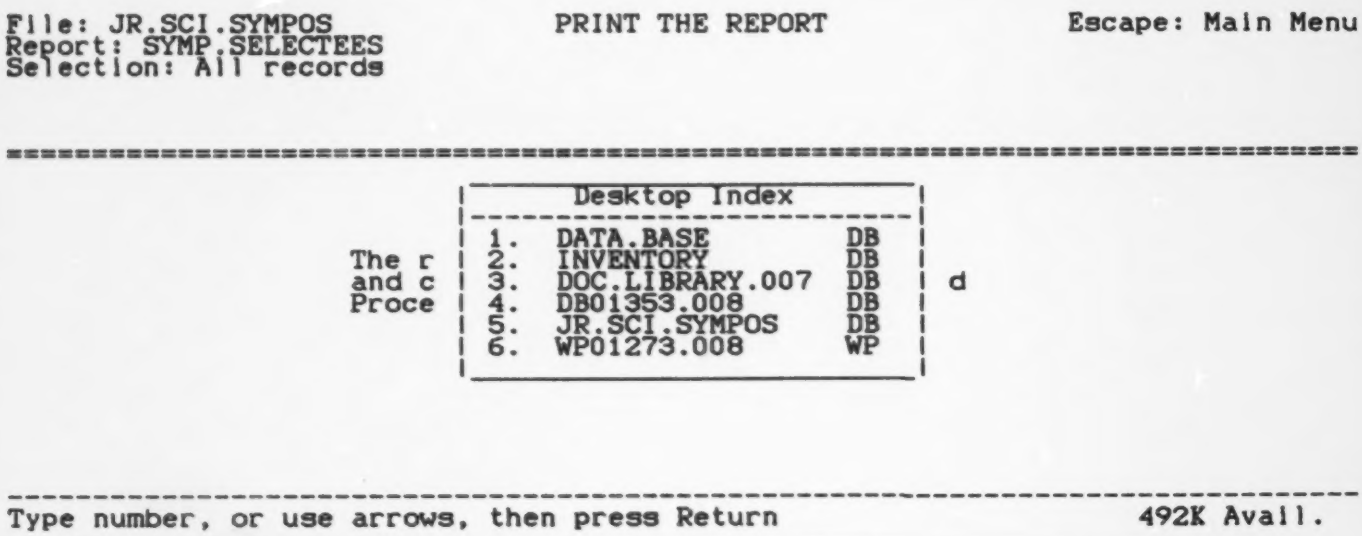


Figure 7-11. The Monitor Screen Showing The Quick Switch Option Energized.

(1) Press the OPEN-APPLE and the "Q" (quick switch) keys at the same time (see Figure 7-11).

(2) Use the ARROW keys to highlight the word processor document into which you are merging your data base document.

(3) Press the RETURN key once. Your word processor file should appear on the monitor screen (see Figure 7-12).

File: WP01273.008 REVIEW/ADD/CHANGE Escape: Main Menu

A LOT OF WIND

Jane Larson, Richard M. Schlenker,
and Sally Yoshida

I. OVERVIEW

In this activity students experiment by moving familiar objects across a smooth surface and then a rough surface. The number of breaths required to move each object across the 1 meter distance is recorded. Students will discover that many variables can affect the amount of energy required to move the objects. They will see that the objects move slower over the rough surface energy, aerodynamics, lung capacity, bearing surface, sail area may result. Students should then be able to predict the number of breaths necessary to move other objects across the distance on various surfaces.

II. TEACHER BACKGROUND

(A note of caution--while some teachers need some background before they can comfortably conduct an activity, we feel students

Type entry or use ć commands Line 4 Column 1 ć-? for Help

Figure 7-12. The Monitor Screen Showing The Word Processor Document.

File: WP01273.008 MOVE TEXT Escape: Review/Add/Change

A LOT OF WIND

Jane Larson, Richard M. Schlenker,
and Sally Yoshida

I. OVERVIEW

In this activity students experiment by moving familiar objects across a smooth surface and then a rough surface. The number of breaths required to move each object across the 1 meter distance is recorded. Students will discover that many variables can affect the amount of energy required to move the objects. They will see that the objects move slower over the rough surface energy, aerodynamics, lung capacity, bearing surface, sail area may result. Students should then be able to predict the number of breaths necessary to move other objects across the distance on various surfaces.

II. TEACHER BACKGROUND

Move Text? Within document To clipboard From clipboard

Figure 7-13. The Monitor Screen After Selecting The Move Option.

d. Document Merging Process.

(1) Use the ARROW keys and move the cursor to the location in the word processing file where you want the data base file to be located.

(2) Press the OPEN-APPLE and the "M" keys at the same time (see Figure 7-13).

(3) Use the RIGHT-ARROW key to highlight the, "From clipboard (paste)" option.

(4) Press the RETURN key once. Your data base file should have moved from the clipboard to the location in the word processing file where your cursor was set (see Figure 7-14).

```
File: WP01273.008              REVIEW/ADD/CHANGE              Escape: Main Menu
======|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
                              A LOT OF WIND

                        Jane Larson, Richard M. Schlenker,
                              and Sally Yoshida

I.   OVERVIEW
     In this activity students experiment by moving familiar objects
across a smooth surface and then a rough surface.  The number of
breaths required to move each object across the 1 meter distance is
recorded.  Students will discover that many variables can affect the
amount of energy required to move the objects.  They will see that the
objects move slower over the rough surface energy, aerodynamics, lung
capacity, bearing surface, sail area may result.  Students should then
be able to predict the number of breaths necessary to move other
objects across the distance on various surfaces.

File:   JR.SCI.SYMPOS
  Page 1
Report: SYMP.SELECTEES
--------------------------------------------------------------------------------
Type entry or use ó commands                Line 4  Column  1        ó-? for Help
```

Figure 7-14. The Monitor Screen After Moving The Data Base File From The Clipboard To The Word Processing File.

(5) If your data base file is so large that it wraps around on itself, not fitting in the available space, proceed to STEP 03; otherwise, jump to STEP 04.

03. <u>Altering The Width Of The Data Base Information</u>.

a. Using the ARROW keys, move the cursor to the row immediately above the beginning of the data base information.

b. Press the OPEN-APPLE and "O" keys at the same time (see Figure 7-15).

```
File: WP01273.008                PRINTER OPTIONS       Escape: Review/Add/Change
objects across the distance on various surfaces.

File:   JR.SCI.SYMPOS
  Page 1
Report: SYMP.SELECTEES
  90MAR09
NO.          SCHOOL        APPLICANT     GRADE          MENTOR
SPONSOR      AP
------------ ------------ ------------ ------------ ------------
------------ --
1            KADENA          PREBLE, ANNA 11           WEAVER, DAN
    PW=8.0  LM=0.5  RM=0.5  CI=10  UJ  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:              UJ: Unjustified     GB: Group Begin      BE: Boldface End
                     CN: Centered        GE: Group End        +B: Superscript Beg
PW: Platen Width     PL: Paper Length    HE: Page Header      +E: Superscript End
LM: Left Margin      TM: Top Margin      FO: Page Footer      -B: Subscript Begin
RM: Right Margin     BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch   LI: Lines per Inch  PN: Page Number      UB: Underline Begin
P1: Proportional-1   SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2   DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent           TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified        NP: New Page        BB: Boldface Begin   MM: Mail Merge
```

Figure 7-15. The Monitor Screen After Selecting Word Processor Print Options.

c. Altering The Left Margin.

(1) Type, "LM."

```
File: WP01273.008                PRINTER OPTIONS       Escape: Review/Add/Change
objects across the distance on various surfaces.

File:   JR.SCI.SYMPOS
  Page 1
Report: SYMP.SELECTEES
  90MAR09
NO.          SCHOOL        APPLICANT     GRADE          MENTOR
SPONSOR      AP
--------Left Margin:  0.5 inches
------------ ------------ ------------ ------------ ------------
------------ --
    PW=8.0  LM=0.5  RM=0.5  CI=10  UJ  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:              UJ: Unjustified     GB: Group Begin      BE: Boldface End
                     CN: Centered        GE: Group End        +B: Superscript Beg
PW: Platen Width     PL: Paper Length    HE: Page Header      +E: Superscript End
LM: Left Margin      TM: Top Margin      FO: Page Footer      -B: Subscript Begin
RM: Right Margin     BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch   LI: Lines per Inch  PN: Page Number      UB: Underline Begin
P1: Proportional-1   SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2   DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent           TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified        NP: New Page        BB: Boldface Begin   MM: Mail Merge
```

Figure 7-16. The Monitor Screen After Changing The Left Margin To 0.5 Inches.

(2) Press the RETURN key once.

(3) Type, "0.5".

(4) Press the RETURN key once. Examine your monitor screen and Figure 7-16.

(5) Type, "RM."

(6) Press the RETURN key once.

(7) Type, "0.5".

```
File: WP01273.008                    PRINTER OPTIONS        Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===

File:   JR.SCI.SYMPOS
  Page 1
Report: SYMP.SELECTEES
  90MAR09
NO.          SCHOOL        APPLICANT     GRADE         MENTOR
SPONSOR      AP
--------Left Margin:  0.5 inches
--------Right Margin:  0.5 inches
------------ ------------ ------------ ------------ ------------
------------ --
    PW=8.0  LM=0.5  RM=0.5  CI=10  UJ  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:             UJ: Unjustified     GB: Group Begin      BE: Boldface End
                    CN: Centered        GE: Group End        +B: Superscript Beg
PW: Platen Width    PL: Paper Length    HE: Page Header      +E: Superscript End
LM: Left Margin     TM: Top Margin      FO: Page Footer      -B: Subscript Begin
RM: Right Margin    BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch  LI: Lines per Inch  PN: Page Number      UB: Underline Begin
P1: Proportional-1  SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2  DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent          TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified       NP: New Page        BB: Boldface Begin   MM: Mail Merge
```

Figure 7-17. The Monitor Screen After Changing The Right Margin To 0.5 Inches.

(8) Press the RETURN key once. Examine your monitor screen and Figure 7-17.

(9) Press the ESC key once. Your monitor screen should appear similar to the picture shown in Figure 7-18.

```
File: WP01273.008              REVIEW/ADD/CHANGE              Escape: Main Menu
be able to predict the number of breaths necessary to move other
objects across the distance on various surfaces.

File:   JR.SCI.SYMPOS
  Page 1
Report: SYMP.SELECTEES
  90MAR09
NO.          SCHOOL       APPLICANT     GRADE        MENTOR
SPONSOR      AP
------------ ------------ ------------ ------------ ------------
------------ --
1            KADENA       PREBLE, ANNA 11           WEAVER, DAN
WEAVER       PD
2            KADENA       MCMILLAN, DA 11           LAMOREAUX
WEAVER       PD
3            KADENA       SPENCER, JUL 12           LCDR HAMBERG
WEAVER       PD
4            KADENA       LEONARD, NIN 8            MAJ COPPOLA,
WEAVER       PD
5            KADENA       REYHER, KRIS 8            LCDR HOLENBE
--------------------------------------------------------------------------
Type entry or use ó commands              Line 30  Column  1      ó-? for Help
```

Figure 7-18. The Monitor Screen After Exiting The Print Option Function.

(10) If you do not see left and right margin information printed on the screen, press the OPEN-APPLE and the "Z" keys at the same time.

```
File: WP01273.008              REVIEW/ADD/CHANGE              Escape: Main Menu
93           LILY HILL    JONES, BERNE 8            SAYLER
SAYLER,  DAV
93           WAGNER HS    SALADOR, WEN HS           WOOD
LANKFORD     PD
94           WAGNER HS    HEATH, PAM   10           NA
LANKFORD     PD

--------Left Margin:  1.0 inches
--------Right Margin:  1.0 inches


   II.  TEACHER BACKGROUND
        (A note of caution--while some teachers need some
   background before they can comfortably conduct an activity,
   we feel students should not be provided with the scientific
   principles behind an activity prior to conducting the
   activity.  It may not be necessary to provide students with
   any of the facts.)
        Remember when you were young, how difficult it was for
--------------------------------------------------------------------------
Type entry or use ó commands              Line 251  Column  6      ó-? for Help
```

Figure 7-19. The Monitor Screen Showing The Altered Data Base Information.

(11) Move the cursor to the row directly following the last data base information.

(12) Press the OPEN-APPLE and the "O" keys at the same time and using the same procedure as you used to make the margins narrower, restore each margin to 1 inch.

(13) Press the ESC key. Your monitor screen should now appear similar to the example shown in Figure 7-19.

04. Additional Help. If you need additional help altering your file, press the OPEN-APPLE and the "?" keys at the same time and or consult the AppleWorks instruction manual that accompanied the program when it was purchased.

CHAPTER EIGHT

CONVERTING SPREADSHEET FILES INTO DATA BASE FILES

INTRODUCTION

The procedure described in this chapter makes it possible to convert spreadsheet files to data base files. Conversions of this nature are important because each type file has its own set of manipulative functions. Without this facility, the need for a data base file using information already contained in a spreadsheet file would require constructing a new data base file from scratch. As can be seen, this AppleWorks option is a real time saver.

S
T
E
P
S

DIRECTIONS

01. File Loading. Bring the spreadsheet file with which you wish to work from the storage disk to the desktop.

02. Transferring The Spreadsheet File To The Monitor Using The Quickswitch Option.

a. When you are ready to begin the conversion process, press the

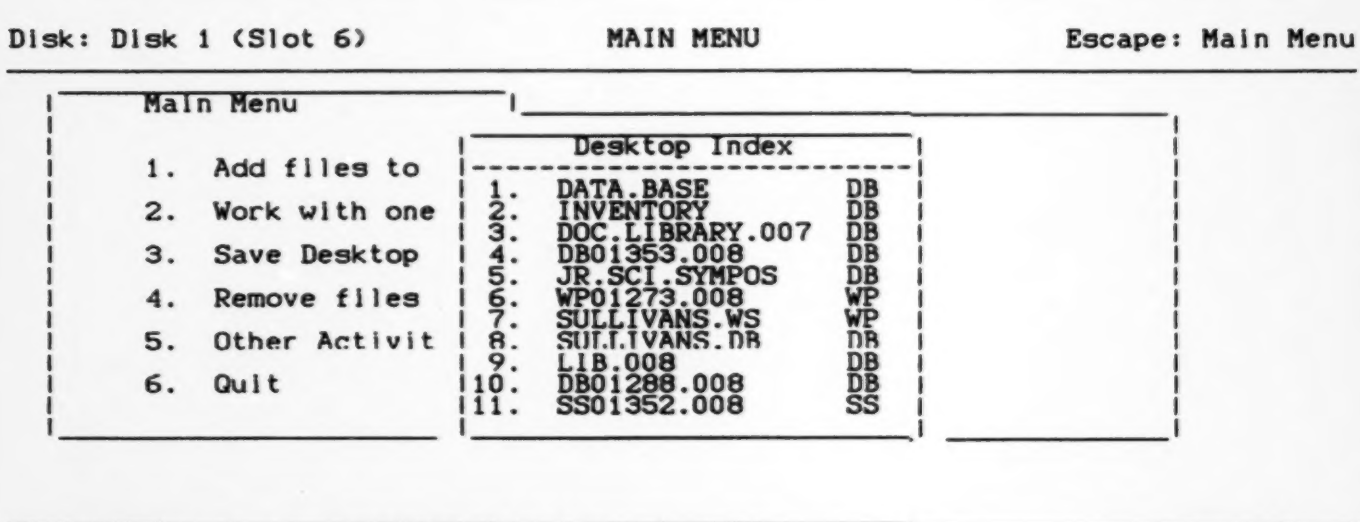


Figure 8-1. The Monitor Screen Showing The Quick Switch Function.

OPEN-APPLE and the "Q" (quick switch) keys at the same time (see Figure 8-1).

b. Using the DOWN-ARROW key if necessary, highlight the spreadsheet file you are going to convert to a data base file.

```
File: SS01352.008                REVIEW/ADD/CHANGE                Escape: Main Menu
           A               B               C               D
  1|  TRIAL NUMBER   CIRCUMFERENCE      DIAMETER     CIRCUM/DIAMETETR
  2|       ONE             254.00         80.00              3.17
  3|       TWO             489.00        156.00              3.13
  4|     THREE             146.00         46.00              3.17
  5|      FOUR             190.00         61.00              3.11
  6|      FIVE             255.00         81.00              3.15
  7|       SIX             570.00        185.00              3.08
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|
--------------------------------------------------------------------------------
D7: (Value) +B7/C7

Type entry or use ⌂ commands                                    ⌂-? for Help
```

Figure 8-2. The Monitor Screen Showing An Example Spreadsheet File.

```
File: SS01352.008                     PRINT              Escape: Review/Add/Change
           A               B               C               D
  1|  TRIAL NUMBER   CIRCUMFERENCE      DIAMETER     CIRCUM/DIAMETETR
  2|       ONE             254.00         80.00              3.17
  3|       TWO             489.00        156.00              3.13
  4|     THREE             146.00         46.00              3.17
  5|      FOUR             190.00         61.00              3.11
  6|      FIVE             255.00         81.00              3.15
  7|       SIX             570.00        185.00              3.08
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|
--------------------------------------------------------------------------------
D7: (Value) +B7/C7

Print?  All  Rows  Columns  Block
```

Figure 8-3. The Monitor Screen After Selecting The Print Option.

c. Press the RETURN key once. Figure 8-2 shows an example of a spreadsheet file.

03. Printing The Spreadsheet File To A DIF File.

a. Press the OPEN-APPLE and the "P" keys at the same time (see Figure 8-3).

b. Use the ARROW key if necessary to highlight the "All" option.

c. Press the RETURN key once. Your monitor screen should appear similar to the picture shown in Figure 8-4.

```
File: SS01352.008                    PRINT              Escape: Review/Add/Change
================================================================================

                    The information that you identified
                    is 64 characters wide.

                    The Printer Options values allow
                    80 characters per line.


                    Where do you want to print the report?

                    1.  ImageWriter
                    2.  EPSON
                    3.  The clipboard (for the Word Processor)
                    4.  A text (ASCII) file on disk
                    5.  A DIF (TM) file on disk

--------------------------------------------------------------------------------

Type number, or use arrows, then press Return                      443K Avail.
```

Figure 8-4. The Monitor Screen After Selecting The "All" Option.

d. Use the DOWN-ARROW key and highlight the, "A DIF (TM) file on disk" option (DIF means Data Interchange Format).

e. Press the RETURN key once (examine Figure 8-5).

```
File: SS01352.008                    PRINT              Escape: Review/Add/Change

                While the disk is running
                you can use these keys:

                Escape          to stop printing and
                                return to Review/Add/Change

                Space Bar       to pause
                                to continue printing


DIF order?  Rows  Columns
```

Figure 8-5. The Monitor Screen After Selecting The Data Interchange Format Option.

f. Type the pathname for the DIF file. To do this, you must know the name given to your volume (disk name). The name can be found as follows:

```
Disk: Disk 1 (Slot 6)              MAIN MENU          Escape: "SS01352.008"

 Main Menu

 1. Add files to the Desktop
 2. Work with one of the files on the Desktop
 3. Save Desktop files to disk
 4. Remove files from the Desktop
 5. Other Activities
 6. Quit

Type number, or use arrows, then press Return                  ⌘-? for Help
```

Figure 8-6. The Monitor Screen Showing The AppleWorks Main Menu.

(1) Press the ESC key twice and return to the main menu (see Figure 8-6).

(2) Press the RETURN key once. The "Add Files" menu appears on the screen (see Figure 8-7).

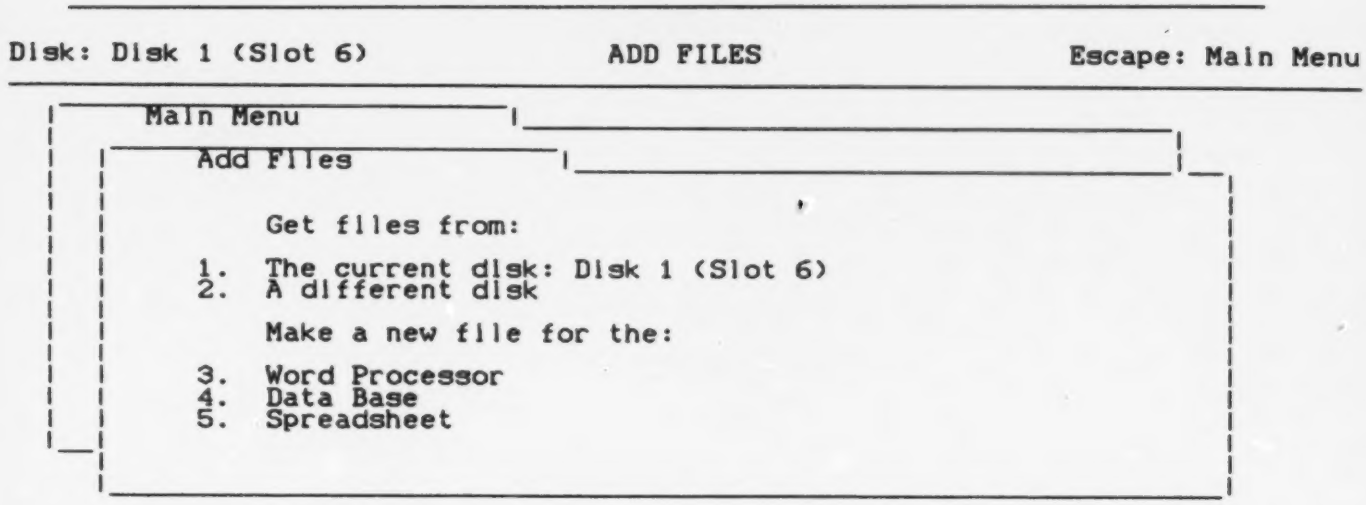


Figure 8-7. The Monitor Screen Showing The "Add Files" Menu

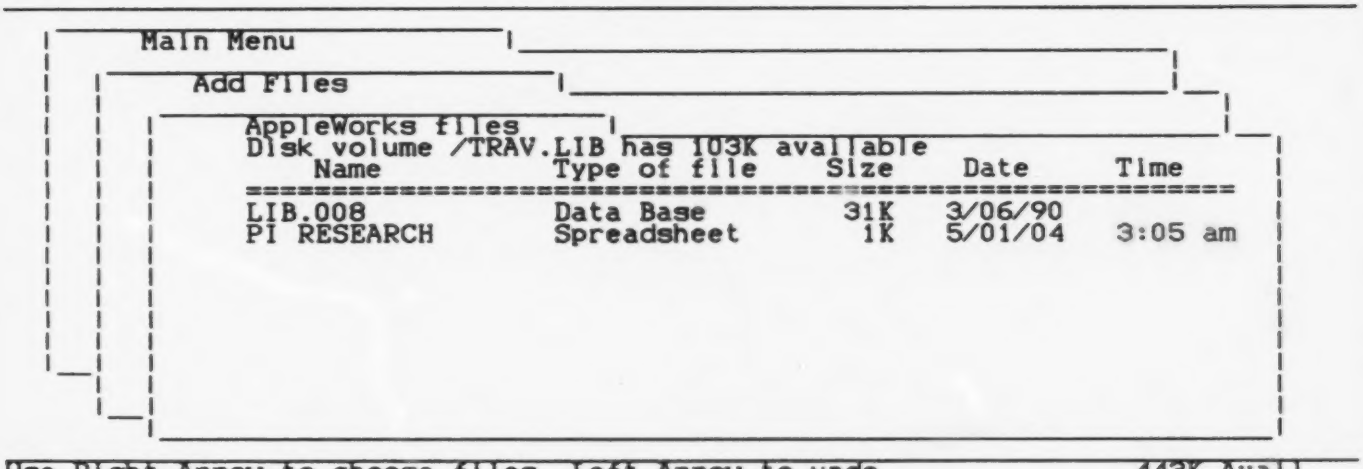


Figure 8-8. The Monitor Screen Showing The Data Disk Catalog.

(3) Press the RETURN key once. Your disk catalog should

appear on the screen (see Figure 8-8).

(4) Note, directly under the words, "AppleWorks Files," "Disk Volume/Some.Name." The disk or volume title is printed directly after "/." Its called it "TRAV.LIB" above. Whatever your volume name happens to be, it must be used when naming the DIF file.

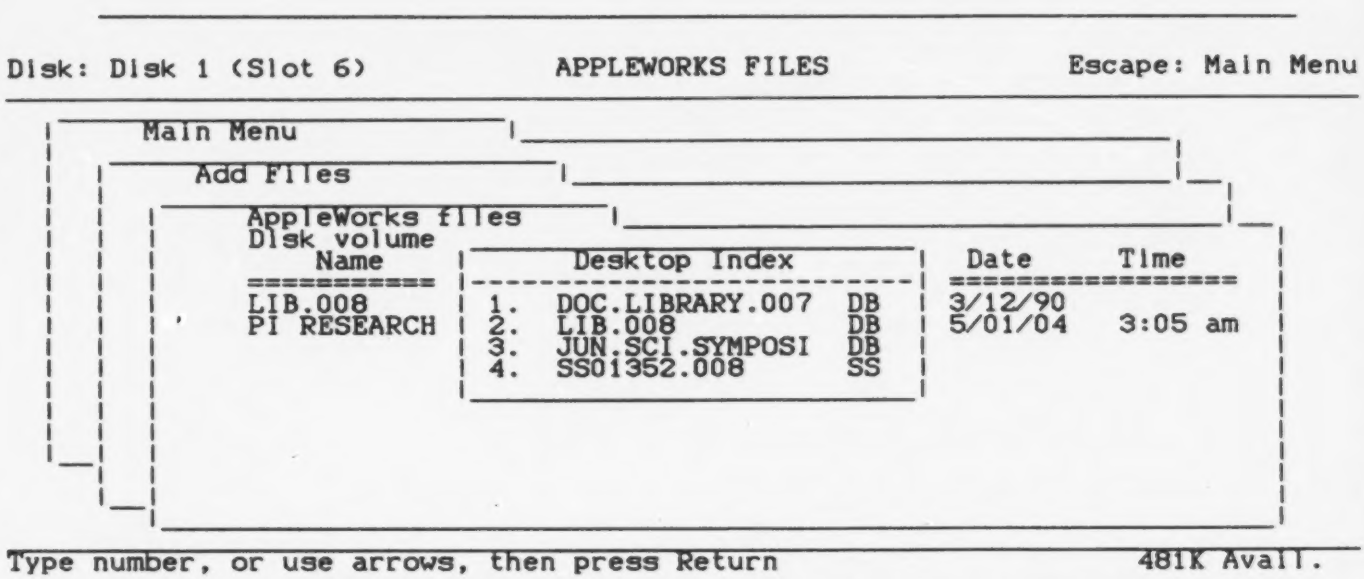


Figure 8-9. The Monitor Screen Showing The Quick Switch Option.

(5) Return to the spreadsheet file.

(a) Press the OPEN-APPLE and the "Q" keys at the same time (see Figure 8-9).

(b) Use the ARROW keys if necessary and highlight the spreadsheet file.

```
File: SS01352.008                REVIEW/ADD/CHANGE              Escape: Main Menu
           A                B                C                D
  1|  TRIAL NUMBER   CIRCUMFERENCE      DIAMETER     CIRCUM/DIAMETETR
  2|       ONE             254.00         80.00              3.17
  3|       TWO             489.00        156.00              3.13
  4|     THREE             146.00         46.00              3.17
  5|      FOUR             190.00         61.00              3.11
  6|      FIVE             255.00         81.00              3.15
  7|       SIX             570.00        185.00              3.08
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|
--------------------------------------------------------------------------------
D7: (Value) +B7/C7

Type entry or use / commands                                      /-? for Help
```

Figure 8-10. The Monitor Screen After Returning To The Spreadsheet File.

```
File: SS01352.008                      PRINT                  Escape: Erase entry
================================================================================


                While the disk is running
                you can use these keys:

                Escape        to stop printing and
                              return to Review/Add/Change

                Space Bar     to pause
                              to continue printing


--------------------------------------------------------------------------------

Pathname?  /TRAV.LIB/SS01352/                                        481K Avail.
```

Figure 8-11. The Monitor Screen Showing The Pathname Typed.

(c) Press the RETURN key once (see Figure 8-10).

(d) Return to the point in the process where you are

supposed to type the pathname. If you don't remember how to do this, review the procedures listed above.

```
File: SS01352.008                REVIEW/ADD/CHANGE                Escape: Main Menu
          A                B                C                D
   1|  TRIAL NUMBER   CIRCUMFERENCE      DIAMETER     CIRCUM/DIAMETETR
   2|       ONE            254.00          80.00              3.17
   3|       TWO            489.00         156.00              3.13
   4|     THREE            146.00          46.00              3.17
   5|      FOUR            190.00          61.00              3.11
   6|      FIVE            255.00          81.00              3.15
   7|       SIX            570.00         185.00              3.08
   8|
   9|
  10|
  11|
  12|
  13|
  14|
  15|
  16|
  17|
  18|
--------------------------------------------------------------------------------
D7: (Value) +B7/C7

Type entry or use ó commands                                    ó-? for Help
```

Figure 8-12. The Monitor Screen After Printing The Spreadsheet To A DIF File.

```
Disk: Disk 1 (Slot 6)              MAIN MENU              Escape: "SS01352.008"

 ┌──Main Menu──┐┌──────────────────────────────────────────────────────────┐
 │             ││                                                          │
 │             ││   1.  Add files to the Desktop                           │
 │             ││   2.  Work with one of the files on the Desktop          │
 │             ││   3.  Save Desktop files to disk                         │
 │             ││   4.  Remove files from the Desktop                      │
 │             ││   5.  Other Activities                                   │
 │             ││   6.  Quit                                               │
 │             ││                                                          │
 └─────────────┘└──────────────────────────────────────────────────────────┘

Type number, or use arrows, then press Return                   ó-? for Help
```

Figure 8-13. The Monitor Screen Showing The AppleWorks Main Menu.

(6) Type the pathname as follows:

(a) /SOME.NAME/The name of your spreadsheet file (see Figure 8-11).

(7) Press the RETURN key once (see Figure 8-12)

g. Press the ESC key once and return to the "Main Menu" (see Figure 8-13).

04. Using The DIF File To Form A New Data Base File.

a. Add files to the desktop.

(1) Insure that the Add files option is highlighted and press the RETURN key once (see Figure 8-14).

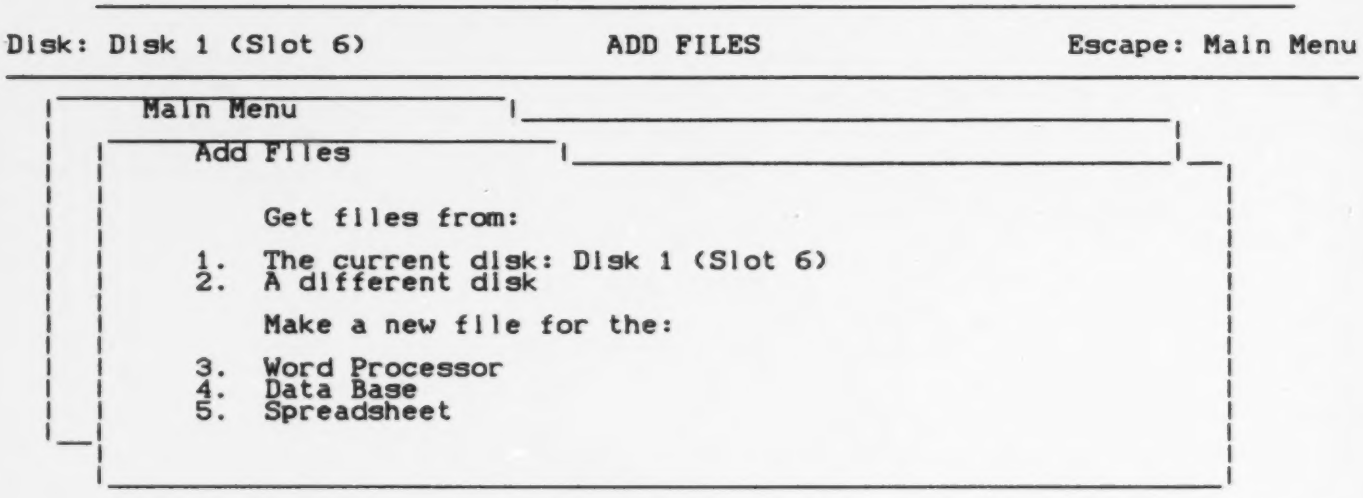


Figure 8-14. The Monitor Screen Showing The ADD Files Menu.

(2) Press the #4 key (data base option) once.

(3) Press the RETURN key once (see Figure 8-15).

```
Disk: Disk 1 (Slot 6)          DATA BASE          Escape: Add Files

 Main Menu
  Add Files
   Data Base

    Make a new file:
    1.  From scratch
    2.  From a text (ASCII) file
    3.  From a Quick File (TM) file
    4.  From a DIF (TM) file

Type number, or use arrows, then press Return _              443K Avail.
```

Figure 8-15. The Monitor Screen After Selecting The Data Base Option.

(4) Use the DOWN-ARROW key to highlight, "From a DIF (TM) file."

(5) Press the RETURN key once and compare the picture in Figure 8-16 with that seen on your monitor screen.

```
Disk: Disk 1 (Slot 6)          DIF FILE           Escape: Data Base

 Main Menu
  Add Files
   Data Base
    DIF file

      Type the file's complete ProDOS pathname.

      DOS files must first be converted to ProDOS-
      formatted files before AppleWorks can read
      them.  Use ProDOS Utilities disk.

Pathname?                                                    443K Avail.
```

Figure 8-16. The Monitor Screen After Selecting The DIF Option.

(6) Type the complete pathname of the spreadsheet file which is being converted to a data base file (/DISK NAME/SPREADSHEET FILE NAME/). Your monitor screen should appear similar to the example shown in Figure 8-17.

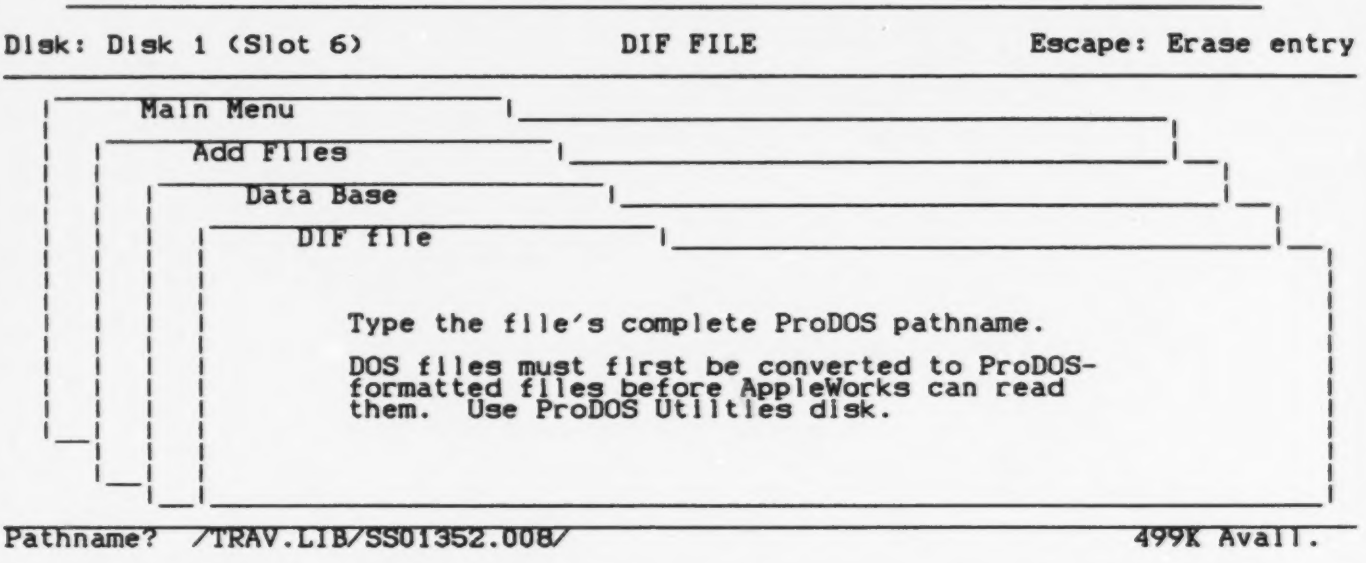

Disk: Disk 1 (Slot 6)
DIF FILE
Escape: Erase entry
Main Menu
Add Files
Data Base
DIF file
Type the file's complete ProDOS pathname.
DOS files must first be converted to ProDOS-formatted files before AppleWorks can read them. Use ProDOS Utilities disk.
Pathname? /TRAV.LIB/SS01352.008/
499K Avail.

Figure 8-17. The Monitor Screen Showing The Pathname Typed.

(7) Press the RETURN key once (see Figure 8-18).

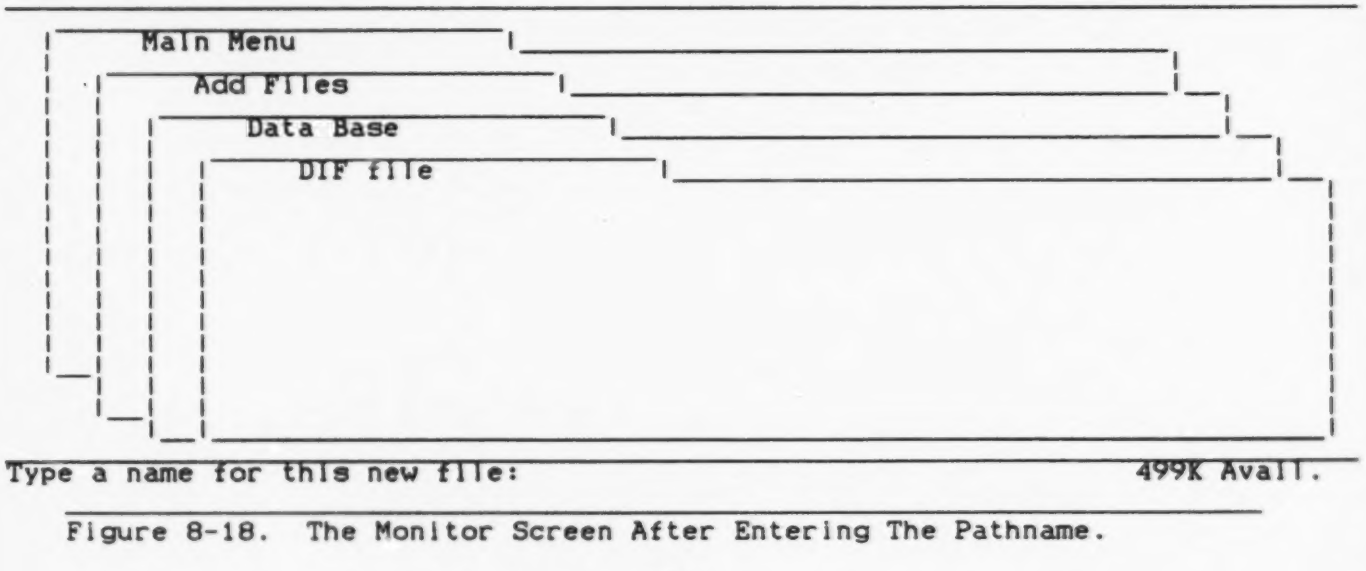


Figure 8-18. The Monitor Screen After Entering The Pathname.

(8) Type the name you want to use for your new file (see Figure 8-19).

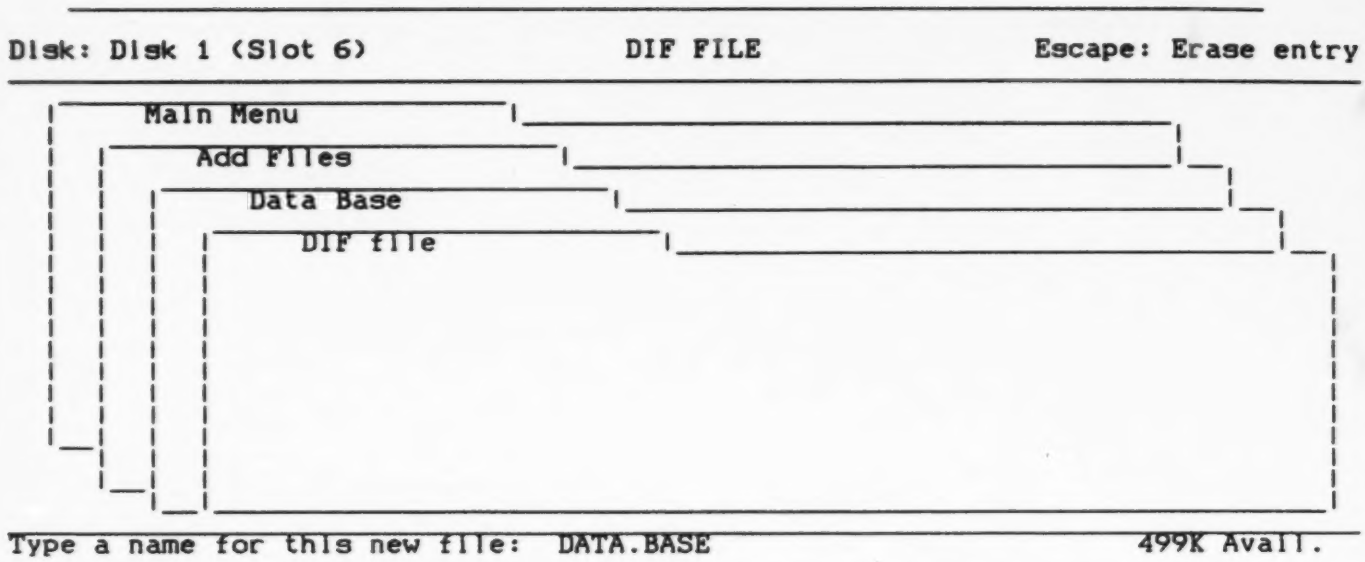


Figure 8-19. The Monitor Screen Showing The Name Of The New Data Base File.

(9) Press the RETURN key once (see Figure 8-20).

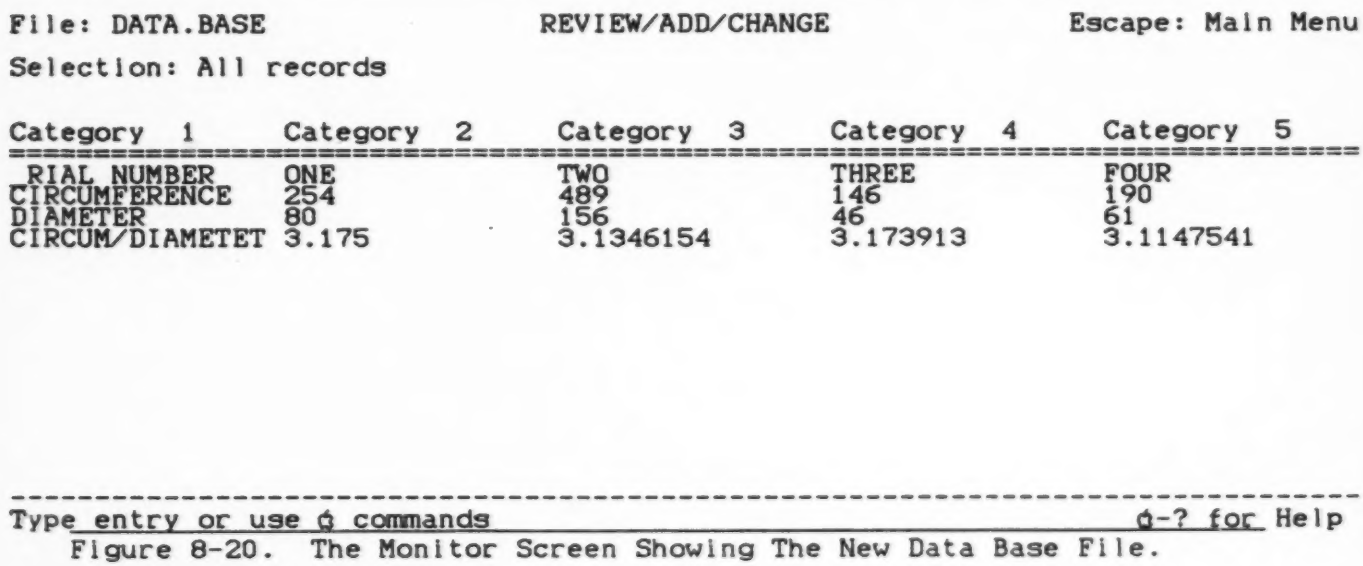


Figure 8-20. The Monitor Screen Showing The New Data Base File.

05. Additional Help.

a. Categories in the new data base file may be renamed and or deleted using the OPEN-APPLE-N function.

b. Consult the AppleWorks reference manual.

c. Use the OPEN-APPLE-? option.